

DPS Payment to Order

Entity and Attribute Definitions and Notes

12/8/2009

Entity: 01 Requisition	OWNER: DPS	2
Entity: 02 Requisition Line	OWNER: DPS	6
Entity: 03 Requisition Comment		12
Entity: 04 Purchase Order	OWNER: DPS	14
Entity: 05 Purchase Order Line	OWNER: DPS	20
Entity: 06 Purchase Order Comment	OWNER: DPS	23
Entity: 07 Purchase Order Receipt	OWNER: DPS	25
Entity: 08 Purchase Order Receipt Line	OWNER: DPS	26
Entity: 09 Purchase Order Receipt Comment		28
Entity: 10 Planned Account Distribution	OWNER: DOA	29
Entity: 11 Voucher Accounting Line	OWNER: DOA	33
Entity: COV Agency Address Usage	OWNER: DPS	36
Entity: COV Purchasing Contact	OWNER: DPS	38
Entity: COV Purchasing Location	OWNER: DPS	40
Entity: Public Body Address	OWNER: DPS	42

Entity: 01 Requisition

OWNER: DPS

DEFINITION: A Requisition is a collection of goods and or services that are required by an individual to carry out their work assignment. The requisition header contains common information that applies to each of the detail lines in the requisition. Requisitions may request items from one or more suppliers.

NOTES: State agencies that have received a delegation of purchasing authority from DPS, must begin the procurement process at the point of requisition in eVA. This is a mandatory requirement.

PK Requisition Number VARCHAR(50) Entity: 01 Requisition

DEFINITION: Requisition Number is a generated number that uniquely identifies a requisition (e.g., PR12345).

PK Requisition Version Number SMALLINT Entity: 01 Requisition

DEFINITION: When a requisition is changed, it is given a sequential version number (displayed as PR12345-V2). The highest requisition version number indicates the controlling document for all incoming actions.

Purchase Order Category Code CHAR(25) Entity: 01 Requisition

DEFINITION: Purchase Order Category is a code value that represents the procurement rules that guided the sourcing of the requested goods and or services.

REFERENCE VALUES: Purchase Order Category Code

R01 = Routine
E01 = Emergency
P01 = Proprietary
S01 = Sole Source
R02 = Exception Routine
E02 = Exception Emergency
P02 = Exception Proprietary
S02 = Exception Sole Source
VR1 = VITA Routine
VE1 = VITA Emergency
VP1 = VITA Proprietary
VS1 = VITA Sole Source
VR2 = VITA Exception Routine
VE2 = VITA Exception Emergency
VP2 = VITA Exception Proprietary
VS2 = VITA Exception Sole Source
X01 = APSPM Exclusion - Not Exempt (Restricted To Certain Agencies)
X02 = APSPM Exclusion - Exempt (Restricted to Certain Agencies)

eVA Reserved Attributes VARCHAR(255) Entity: 01 Requisition

DEFINITION: This attribute represents the concept that Virginia requires data that may not be collected in commercial applications; these attributes may be used to capture statewide data. The usage and valid values for these attributes are defined by the Division of Purchases and Supply. These attributes may be designated by the enterprise as mandatory or optional use.

Submitted DateTime DATETIME Entity: 01 Requisition

DEFINITION: Requisition Submitted Date indicates the date and time the requisition was first submitted for approval.

Final Approved DateTime DATETIME Entity: 01 Requisition

DEFINITION: A requisition is fully approved when all approvers have approved. The Final Approved Date is the date and time the last required approver approved the requisition or, if denied, the date and time the requisition was denied.

Requisition Title Text VARCHAR(128) Entity: 01 Requisition

DEFINITION: "Requisition Title" is a free-form text field that provides an easy way for people to refer to and search for the requisition.

Current Version Flag CHAR(1) Entity: 01 Requisition

DEFINITION: The Current Version Flag indicates the most current version (Y) to make it easily distinguishable from all past versions (N). All action is taken based upon the current version. In the context of a Requisition, it indicates the version of the requisition which is the most recent version.

REFERENCE VALUES: Logical Flag

0 = FALSE
1 = TRUE

Requisitioning Entity Code VARCHAR(10) Entity: 01 Requisition

DEFINITION: The Requisitioning Entity's [Requester's] Agency Code value as assigned by the Department of Planning & Budget for state organizations and by the Division of Purchases and Supply for local government organizations.

Requisitioning Entity Sub Code VARCHAR(15) Entity: 01 Requisition

DEFINITION: A code that allows for the further subdivision of the requisitioning entity. This attribute may be used to identify geographic regions, departments, etc.

NOTES: Department
Division
Section Name
Sub Entity
Sub-Agency

Entity Tracking Reference Text VARCHAR(25) Entity: 01 Requisition

DEFINITION: The Entity Tracking Reference Text is used to associate the requisition to an external request.

The attribute is used to reference an inventory reply request, reference a manual request log, or to associate an internal agency purchase requisition or order to the enterprise purchase order.

External Application Reference Identifier VARCHAR(25) Entity: 01 Requisition

DEFINITION: Used by agencies for the corresponding requisition or purchase order number in the ERP if the requisition or order was sent from an ERP, inventory, or eVA Advantage.

Purchase Card Alias VARCHAR(50) Entity: 01 Requisition

DEFINITION: The Purchase Card Alias is a substitute identifier for the purchase card number.

Requisition Status Code VARCHAR(25) Entity: 01 Requisition

DEFINITION: The Requisition Status Code identifies the step in the requisition to purchase order process.

REFERENCE VALUES: Requisition Status Codes

Composing = Requisition is still being drafted
Submitted = Requisition has been submitted for approval
Ordering = Requisition is approved but not transmitted to vendor
Ordered = Requisition has been ordered
Denied = A workflow step (ERP or Approver) denied the requisition
Cancelled = Requisition and all Purchase Orders are Cancelled
Receiving = Some Purchase Order Lines have been received
Received = All Purchase Order Lines are fully received
eprocurement = Requisition sent to sourcing

Requisition Total Cost DECIMAL(14,2) Entity: 01 Requisition

DEFINITION: The Total Cost is the sum of all line item extended price amounts each of which is rounded to two decimal positions

Preparer eMail VARCHAR(100) Entity: 01 Requisition

DEFINITION: The Internet eMail Address of the person who creates and processes the requisition. The "Preparer" can be the same as or different than the "Requester".

The Preparer eMail is used as the Order Person eMail on the Purchase Order.

Preparer Phone Number VARCHAR(26) Entity: 01 Requisition

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number of the person who creates and processes the requisition.

Requester Email VARCHAR(100) Entity: 01 Requisition

DEFINITION: The Internet email address of the person for whom the requisition is being processed. The "Requester" can be the same as or different than the "Preparer".

The Requester Email is used as the Ship To eMail for purchase order lines

Requester Phone Number VARCHAR(26) Entity: 01 Requisition

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number of the person for whom the requisition is being processed.

Resubmit DateTime DATETIME Entity: 01 Requisition

DEFINITION: Date and time the requisition was most recently resubmitted for approval.

Previous Requisition Number VARCHAR(50) Entity: 01 Requisition

DEFINITION: The combined "Requisition" and "Requisition Version" Numbers of the previous version of a fully approved requisition (e.g.. If the current version number is 3 then the previous requisition number is PR12345-V2).

Purchase Card Holder Name VARCHAR(100) Entity: 01 Requisition

DEFINITION: The name printed on the purchase card. By DOA policy purchase cards are assigned to an individual however some universities and local governments issue group cards - so the purchase card holder could have a more generic name like NIH Grant 12234

Purchase Card Expiration Date DATE Entity: 01 Requisition

DEFINITION: The date the purchase card expires. The card always expires the last day of the specified expiration month. For purchase orders, this is the last day the vendor may process the purchase card for payment.

Requisitioning Entity Code Name Text VARCHAR(255) Entity: 01 Requisition

DEFINITION: The official name of the requisitioning entity.

Use Purchase Card Flag CHAR(1) Entity: 01 Requisition

DEFINITION: The Use Purchase Card Flag indicates the requester's authorization to use the designated purchase card to pay for the purchased goods/services.

Valid Values:

True: Use the purchase card and issue a purchase card order.

False: Issue a purchase order and do NOT use a purchase card.

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Entity Use Attributes VARCHAR(255) Entity: 01 Requisition

DEFINITION: This attribute represents the concept that Virginia purchasing locations may require data that may not be collected in commercial applications; these attributes may be used to capture purchasing location specific data. The usage and valid values for these attributes are defined by the purchasing location in coordination with the Division of Purchases and Supply. These attributes may be designated by the purchasing location as mandatory or optional use.

Sourcing Identifier CHAR(25) Entity: 01 Requisition

DEFINITION: An identification number associated with the sourcing event if applicable to processing of the requisition. For example the quick quote, invitation for bid, or request for proposal identifier.

NOTES: This value will be populated on Ariba Requisitions only.

Currency Code CHAR(3) Entity: 01 Requisition

DEFINITION: A currency code indicates the currency used for the transaction. Within the United States this would be the US Dollar (USD).

NOTES: The valid values list is the ISO 4217 currency names and code elements list

REFERENCE VALUES: Currency Code

USD = United States Dollar

CAD = Canadian Dollar

EUR = European Euro

GBP = Great British Pound

JPY = Japanese Yen

CHF = Swiss Franc

Unregistered Procurement Vendor Flag CHAR(1) Entity: 01 Requisition

DEFINITION: The Unregistered Procurement Vendor Flag (True) indicates that the vendor data was recorded by an authorized state entity (as opposed to being created by the vendor) and that the vendor has not agreed to eVA's Vendor Registration Memorandum of Agreement.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Requester Full Name VARCHAR(60) Entity: 01 Requisition

DEFINITION: The first and last names of the person for whom the requisition is being processed. The "Requester" can be the same as or different than the "Preparer".

Preparer Full Name VARCHAR(60) Entity: 01 Requisition

DEFINITION: The first and last names of the person who creates and processes the requisition. The "Preparer" can be the same as or different than the "Requester".

Requester Fax VARCHAR(26) Entity: 01 Requisition

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number of the person for whom the requisition is being processed.

Preparer Fax Number VARCHAR(26) Entity: 01 Requisition

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number of the person who creates and processes the requisition.

Purchasing Location Public Body Type Code CHAR(3) FK Entity: 01 Requisition

DEFINITION: The public body type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

O for Other purchasing organizations (non VA public body)

Purchasing Location Entity Code CHAR(4) FK Entity: 01 Requisition

DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

Purchasing Location Name VARCHAR(100) FK Entity: 01 Requisition

DEFINITION: The full name of the purchasing workgroup. This can be the Department or Agency Name, a Division or Region descriptor, or a public body location such as a public school, fire department, etc.

Requisitioning Entity Sub Code Name Text TEXT Entity: 01 Requisition

DEFINITION: An identifying name for the entity sub code. (e. g. Region 2, Residency 210, South West, Northern VA, the name of a school, division department, etc.

Original Requisition Number CHAR(10) Entity: 01 Requisition

DEFINITION: The combined "Requisition" and "Requisition Version" Numbers of the first version of a fully approved requisition (e.g.. If the current requisition number is PR12345-V3 then the original requisition number is PR12345).

Integration PreEncumbrance Status VARCHAR(25) Entity: 01 Requisition

DEFINITION: Identifies the integration status of the requisition. Defaults to NONE

REFERENCE VALUES: Integration Requisition Status

NONE

NOT ENABLED

APPROVE

DENY

USER BYPASSED

BELOW THRESHOLD

CANCELLED

Integration Pre Encumbrance Number VARCHAR(25) Entity: 01 Requisition

DEFINITION: Identifies an external application identifier passed by the external application when the original requisition was approved by the external application through integration. This attribute could be used to store an external application requisition number for the requisition created in the external application from the data received from eVA)

Integration Encumbered Flag CHAR(1) Entity: 01 Requisition

DEFINITION: Indicates if any purchase order arising from the requisition has be encumbered in an external application.

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Funding Fiscal Year CHAR(4) Entity: 01 Requisition

DEFINITION: The financial accounting year the requisition is to be paid. In Virginia the fiscal year begins July 1 and ends June 30. The fiscal year is determined by the year in which the fiscal year ends. Fiscal year 2010 is from July 1 2009 to June 30 2010.

NOTES: Implementation note: The Funding Fiscal Year also appears in the Planned Distribution Entity. Agencies are encouraged to configure their planned distribution lines to support multi-funding fiscal year requisitions.

Requester ID VARCHAR(10) FK Entity: 01 Requisition

DEFINITION: The unique eVA Access Identifier assigned to the person that requested the good or service. The "Requester" can be the same as or different than the "Preparer". This identifier is used as the person's electronic signature.

Preparer ID VARCHAR(10) FK Entity: 01 Requisition

DEFINITION: The unique eVA Access Identifier for the Preparer. "Preparer" is the person that created the requisition. The "Preparer" can be the same as or different than the "Requester". This identifier is used as the person's electronic signature.

Non-registered Fee Code CHAR(25) Entity: 01 Requisition

DEFINITION: Indicates for orders sent to non-registered vendors whether the vendor or agency has agreed to pay all processing fees associated with this transaction.

REFERENCE VALUES: Fee Payment Code

Vendor

Agency

Entity: 02 Requisition Line OWNER: DPS

DEFINITION: The specific good or service that is needed by the business unit. The item may be selected from and existing catalog, or entered manually. Requested items may already be on contract or may require a sourcing event prior to becoming a purchase order. A requested item must recommend a supplier.

NOTES: Changed definition of Integration Non-Registered Vendor DUNS Number from generic definition of agency use attributes to: "This agency specific attribute is used by integration agencies to record Vendor Location DUNS numbers that may not be recorded in the enterprise vendor registration application. "

PK Requisition Number VARCHAR(50) **FK** Entity: 02 Requisition Line

DEFINITION: Requisition Number is a generated number that uniquely identifies a requisition (e.g., PR12345).

PK Requisition Line Number INTEGER Entity: 02 Requisition Line

DEFINITION: Requisition Line Number is a sequence number within a Requisition to uniquely identify each line specifying a requested item.

PK Requisition Version Number SMALLINT **FK** Entity: 02 Requisition Line

DEFINITION: When a requisition is changed, it is given a sequential version number (displayed as PR12345-V2). The highest requisition version number indicates the controlling document for all incoming actions.

Specification Text TEXT Entity: 02 Requisition Line

DEFINITION: A specific description of the good or service that is being requested/ordered. The Requisition Specification Text may be selected from an electronic eMall catalog, a vendor bid/offer, or entered by the Requisition Preparer.

NOTES: Field limited to 2,000 characters

Quantity DECIMAL(14.5) Entity: 02 Requisition Line

DEFINITION: The numeric quantity of the item's specific unit of measure being requested, ordered or received. There is a direct relationship between Quantity and Unit of Measure.. For example if cookies have a unit of measure of dozen and you need 24 cookies, then quantity would be 2.

Unit Price Amount DECIMAL(15.5) Entity: 02 Requisition Line

DEFINITION: The price for one (1) unit of measure for the ordered item.

For collaborative procurement of temporary labor this is the bill rate amount for one (1) unit of measure for the selected labor candidate. Typical unit of measure for this situation is 'hour'.

For collaborative procurements projects, this is the service rate of one (1) unit of measure for a milestone or deliverable. Typical nUnit of measure for these situations are 'each', 'hour' or 'day'

Currency Code CHAR(3) Entity: 02 Requisition Line

DEFINITION: A currency code indicates the currency used for the transaction. Within the United States this would be the US Dollar (USD).

REFERENCE VALUES: Currency Code

USD = United States Dollar
CAD = Canadian Dollar
EUR = European Euro
GBP = Great British Pound
JPY = Japanese Yen
CHF = Swiss Franc

Unit of Measure Code CHAR(5) Entity: 02 Requisition Line

DEFINITION: A standard abbreviation used to represent the pricing quantity. The United Nations Unit of Measure code values are required

REFERENCE VALUES: UN Unit Of Measure

Needed By Date DATE Entity: 02 Requisition Line

DEFINITION: Date and time the requester needs to receive the ordered item(s).

Vendor Location Name VARCHAR(60) Entity: 02 Requisition Line

DEFINITION: The Vendor Location Name is the name commonly used by buyers and payers to reference this specific vendor location. Commonly known as trading as name or doing business as name.

Small Vendor Flag at Requisition CHAR(1) Entity: 02 Requisition Line

DEFINITION: The Small Vendor Flag records whether or not the Vendor is a DMBE certified small business vendor at the time the requisition is created.

REFERENCE VALUES: Logical Flag

0 = FALSE
1 = TRUE

Woman Vendor Flag at Requisition CHAR(1) Entity: 02 Requisition Line

DEFINITION: The Women Vendor Flag records whether or not the Vendor is a DMBE certified women-owned business at the time the requisition is created.

REFERENCE VALUES: Logical Flag

0 = FALSE
1 = TRUE

Minority Vendor Flag at Requisition CHAR(1) Entity: 02 Requisition Line

DEFINITION: The Minority Vendor Flag records whether or not the Vendor is a DMBE certified minority-owned business at the time the requisition is created.

REFERENCE VALUES: Logical Flag

0 = FALSE
1 = TRUE

Vendor Location Taxpayer Identification Number VARCHAR(9) Entity: 02 Requisition Line

DEFINITION: The Vendor Tax Profile TIN Identifier is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. The Vendor Tax Profile TIN Identifier may be a Social Security Number (SSN) issued by the Social Security Administration (SSA) or an Employer Identification Number (EIN) issued by the IRS to a business organization.

A US TIN must have nine (9) numbers. It does not contain letters.

Parent DUNS Number CHAR(9) Entity: 02 Requisition Line

DEFINITION: The Parent DUNS Number Identifier is the Dun and Bradstreet number associated with the headquarters' vendor location's physical address as provided by the vendor during registration.

During requisitioning the Parent DUNS Number identifies the electronic catalog items offered by the vendor location.

Vendor Location DUNS Number CHAR(9) Entity: 02 Requisition Line

DEFINITION: The Vendor Location DUNS Number Identifier is the Dun and Bradstreet number associated with the vendor location's physical address

The DUNS number is used as the unique identifier for external delivery of orders via Virginia's eprocurement network.

Vendor Auxiliary Part Number VARCHAR(255) Entity: 02 Requisition Line

DEFINITION: The Auxiliary Part number entered by the vendor in an electronic eMall catalogs to indicate variable or flexible pricing (i.e. item price differs depending upon quantity ordered) for an item. When prices or descriptions (e.g. color) vary for the same item, vendors must provide a catalog line for each variation in description.

NOTES: This field is mapped from the CatalogItemRef object unless it is NULL, then it is mapped from the Product Description.

Vendor Part Number VARCHAR(25) Entity: 02 Requisition Line

DEFINITION: The vendor's part number entered by the vendor in an electronic eMall catalog or by the Requisition Preparer for non-catalog items

NOTES: This field is mapped from the CatalogItemRef object unless it is NULL, then it is mapped from the Product Description.

Catalog Manufacturer Part Number VARCHAR(25) Entity: 02 Requisition Line

DEFINITION: The manufacturer's part number entered by the vendor in an electronic eMall catalog.

Commodity Code VARCHAR(12) Entity: 02 Requisition Line

DEFINITION: Unique Identifier for the NIGP commodity code that best describes the good or service being requested/ordered.

REFERENCE VALUES: NIGP Living Code

Vendor Location Standard Name VARCHAR(40) Entity: 02 Requisition Line

DEFINITION: The Vendor Location Standard Name is the name used across the Commonwealth in processing orders and payments to the vendor location.

This attribute defaults to the Vendor Location Legal Name, truncated at the maximum field length of 40 characters. It should be modified to allow for appropriate identification of the legal name for the vendor location. If a Tax Profile record is available the name submitted on the W9 or W8 form should be used. The field is limited to 40 characters to accommodate CARS and IRS limitations.

Extended Price Amount DECIMAL(14,2) Entity: 02 Requisition Line

DEFINITION: The unit price multiplied by the quantity. The value of this field is rounded to two decimal places.

Catalog Manufacturer Name VARCHAR(128) Entity: 02 Requisition Line

DEFINITION: Name of the product manufacturer as entered by the vendor in an electronic eMail catalog.

Catalog Recycled Product Flag CHAR(1) Entity: 02 Requisition Line

DEFINITION: Indicates whether the product can be classified as a recycled product according to federal regulations. Values are 1 [Yes] or 0 [No].

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid
N = No Condition is invalid

Catalog Contract Price Amount DECIMAL(15.5) Entity: 02 Requisition Line

DEFINITION: The mutually agreed contract price to be paid for a requested contract item and designated unit-of-measure.

Catalog Market Price Amount DECIMAL(15.5) Entity: 02 Requisition Line

DEFINITION: The mutually agreed price to be paid for a requested non-contract item and designated unit-of-measure when a contract price amount is not applicable.

IS Punch Out Catalog Flag CHAR(1) Entity: 02 Requisition Line

DEFINITION: The IS Punch Out Catalog Flag, if set to "true", indicates the items attributes requisition line details were populated from an external Internet catalog maintained by the vendor.

REFERENCE VALUES: Logical Flag

0 = FALSE
1 = TRUE

Catalog Hazardous Product Code VARCHAR(10) Entity: 02 Requisition Line

DEFINITION: If the purchased product can be classified as a hazardous product according to federal Department of Transportation regulations, the appropriate DOT class code for the material is entered in this field.

Valid values are assigned by the United Nations <http://www.unece.org/trans/danger/danger.htm>

NOTES: enter the appropriate DOT class code for the material. Codes are obtainable at www.science.tamu.edu/safety/dot.html.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid
N = No Condition is invalid

Ship To Delivery Line Text VARCHAR(50) Entity: 02 Requisition Line

DEFINITION: The organization mail stop or other identifier (receiver name, mile post, etc) that specifically describes the delivery location for the good or service.

Resale Flag CHAR(1) Entity: 02 Requisition Line

DEFINITION: This attribute is used to extend the application for agency specific requirements related to items purchased for resale. This field is used by some agencies and not others. The Resale Flag is used to identify goods that are purchased for resale. Examples include books used to stock a university book store, raw materials required by Correctional Enterprises to produce furniture, or products purchased by the Virginia Distribution Center for resale to agencies, institutions, and public bodies.

REFERENCE VALUES: Logical Flag

0 = FALSE
1 = TRUE

Is Non Catalog Flag CHAR(1) Entity: 02 Requisition Line

DEFINITION: The Is Non Catalog Flag attribute indicates the requisition line was entered (typed) by the preparer, not selected from an existing electronic eMail catalog.

NOTES: If the attribute Is Non Catalog Flag is false the following attributes default from the Catalog Line Item and cannot be modified by the preparer

Manufacturer Name
Manufacturer Part Number
Vendor Part Number
Vendor Auxiliary Part Number
NIGP Code
Requisition Specification Text
Recycled Product Flag
Requisition Unit of Measure
Requisition Unit Price Amount
Expected Delivery Date
Hazardous Product Flag
IS Punch Out Catalog Flag

Contract Number
Contract Type Code
Contract Price Amount
NonContract Price Amount

REFERENCE VALUES: Logical Flag

0 = FALSE
1 = TRUE

Catalog Contract Type Code VARCHAR(1) Entity: 02 Requisition Line

DEFINITION: Specifies the contract type associated with each electronic eMall catalog item provided by the supplier.

REFERENCE VALUES: Contract Type Code

1 = Mandatory Source
2 = Mandatory Contract
5 = Optional Use Contract
77 = Agency Specific Contract
99 = Not a contract item

Ship To Location Phone VARCHAR(26) Entity: 02 Requisition Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number associated with the requesting organization's (Agency, Institution or Local Government) ship to address contact.

Ship To Location FAX Number VARCHAR(26) Entity: 02 Requisition Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number associated with the requesting organization's (Agency, Institution or Local Government) ship to address contact.

Bill to Phone VARCHAR(26) Entity: 02 Requisition Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number associated with the requesting organization's (Agency, Institution or Local Government) bill to address contact.

Bill to Fax VARCHAR(26) Entity: 02 Requisition Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number associated with the requesting organization's (Agency, Institution or Local Government) bill to address contact.

Parent Vendor Legal Name VARCHAR(100) Entity: 02 Requisition Line

DEFINITION: The Parent Vendor Legal Name is the legal name of the vendor location which is designated as the headquarters location.

The Vendor Location Legal Name is the name of a business entity as registered by the business entity registration authority. For domestic, foreign, and professional: corporations, limited partnerships, limited liability companies, associations, business trusts, insurance and financial institutions the registration authority is the State Corporation Commission. For other business entities not registered by the SCC (sole proprietorships, partnerships, governmental agencies, etc) it is the Virginia Department of Taxation or the US Internal Revenue Service.

Vendor Location Taxpayer Identification Number Type Code VARCHAR(3) Entity: 02 Requisition Line

DEFINITION: The Vendor Tax Profile TIN Type Code Identifier is used to identify the Taxpayer Identification Number (TIN) as either an Employer Identification Number (EIN), a Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN) or an Adoption Taxpayer Identification Number (ATIN).

REFERENCE VALUES: IRS TIN Type Code

EIN = A business, organization, some sole proprietors, or other organization types issued by IRS
SSN = An individual, including some sole proprietors issued by SSA
ITIN = An individual required to have a TIN, but who is not eligible for a SSN. Examples include Resident aliens and nonresident aliens.
ATIN = An adopted individual prior to the assignment of a social security number

Vendor Ordering Location Contact Phone VARCHAR(26) Entity: 02 Requisition Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number associated with the Vendor Ordering Location Address contact

Vendor Ordering Location Contact FAX VARCHAR(26) Entity: 02 Requisition Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number associated with the Vendor Ordering Location Contact.

Vendor Ordering Location eMail Text VARCHAR(100) Entity: 02 Requisition Line

DEFINITION: The Email Address Text is the Internet email address for the Vendor Ordering Location contact.

Entity Use Attributes VARCHAR(25) Entity: 02 Requisition Line

DEFINITION: This attribute represents the concept that Virginia purchasing locations may require data that may not be collected in commercial applications; these attributes may be used to capture purchasing location specific data. The usage and valid values for

these attributes are defined by the purchasing location in coordination with the Division of Purchases and Supply. These attributes may be designated by the purchasing location as mandatory or optional use.

External Application Reference Identifier VARCHAR(25) Entity: 02 Requisition Line

DEFINITION: Used by agencies for the corresponding requisition or purchase order number in the ERP if the requisition or order was sent from an ERP, inventory, or eVA Advantage.

Integration Non-Registered Vendor DUNS Number VARCHAR(15) Entity: 02 Requisition Line

DEFINITION: This agency specific attribute is used by integration agencies to record Vendor Location DUNS numbers that may not be recorded in the enterprise vendor registration application.

eVA Reserved Attributes VARCHAR(25) Entity: 02 Requisition Line

DEFINITION: This attribute represents the concept that Virginia requires data that may not be collected in commercial applications; these attributes may be used to capture statewide data. The usage and valid values for these attributes are defined by the Division of Purchases and Supply. These attributes may be designated by the enterprise as mandatory or optional use.

External Application Reference Identifier Line Number INTEGER Entity: 02 Requisition Line

DEFINITION: The line number for the corresponding requisition or purchase order number in the ERP if the requisition or order was sent from an ERP, inventory, or eVA Advantage.

Vendor Ordering Location eVA Address Identifier VARCHAR(15) Entity: 02 Requisition Line

DEFINITION: The eVA Common Address Identifier that represents the vendor ordering location principal ordering address.

NOTES: The requisition line accesses detailed vendor addressing information including the :
Address street lines
City, State, Country, and postal code

Catalog Lead Time Amount INTEGER Entity: 02 Requisition Line

DEFINITION: The number of days to be allowed/expected to elapse between placing an order with the vendor and delivery of the items ordered.

Catalog Product Item Number VARCHAR(255) Entity: 02 Requisition Line

DEFINITION: The Product Item Number entered by the vendor in an electronic eMall catalog.

Bill to Purchasing Location Address Usage Code VARCHAR(2) FK Entity: 02 Requisition Line

DEFINITION: The Purchasing Location Address Type Code is a code that indicates the purpose of the address.
For Billing the valid value is B

REFERENCE VALUES: Address Usage Code Purchasing Location

S = Agency Shipping Address
B = Agency Bill to Address

Ship To Address Usage Code VARCHAR(2) FK Entity: 02 Requisition Line

DEFINITION: The Purchasing Location Address Type Code is a code that indicates the purpose of the address.
The value for shipping address is S

REFERENCE VALUES: Address Usage Code Purchasing Location

S = Agency Shipping Address
B = Agency Bill to Address

Entity Cross Reference Line Text CHAR(10) Entity: 02 Requisition Line

DEFINITION: This text field is a place for each agency or local government to enter information needed to cross reference the requisition to their own manual or automated system.

Bill To Purchasing Location Name VARCHAR(100) Entity: 02 Requisition Line

DEFINITION: The purchasing organization text descriptor for the bill to address.

Vendor Location Preferred Order Method Code VARCHAR(5) Entity: 02 Requisition Line

DEFINITION: The Vendor Location Preferred Ordering Method code is a short representation of the manner in which the vendor has elected to conduct business.

REFERENCE VALUES: Order Method Purchase Order

URL = Electronic delivery as established in Vendor's Supplier Network Profile
Paper = Buyer must print and send the purchase order

Vendor Location Purchase Card Acceptance Level CHAR(1) Entity: 02 Requisition Line

DEFINITION: The VISA or MC Processing Level is an integer value that indicates if the supplier accepts cards and if they do, what level of data capture the supplier supports during purchase transactions with Commonwealth Entities. Used for Master Card and VISA processing (AMEX processing is through a different bank and may have a different level)

REFERENCE VALUES: Purchase Card Acceptance Level

- 0 = Purchase Cards Not Accepted
- 1 = Charge Cards Accepted Level 1
- 2 = Charge Cards Accepted Level 2.

Unit of Measure Description Text VARCHAR(255) Entity: 02 Requisition Line
DEFINITION: An English description of the unit of measure code value.

Commodity Code Description Text VARCHAR(255) Entity: 02 Requisition Line
DEFINITION: An English description of the commodity code.

REFERENCE VALUES: NIGP Living Code

Parent Virginia Vendor Location Identifier VARCHAR(25) Entity: 02 Requisition Line
DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location that is designated as the parent (headquarters) vendor location.

NOTES: In the initial phase of implementing this data standard the VVLIN will be the eVA Vendor Location Customer Number

Virginia Vendor Location Identification Number VARCHAR(25) Entity: 02 Requisition Line
DEFINITION: The Virginia Vendor Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Bill To Public Body Type Code CHAR(3) FK Entity: 02 Requisition Line
DEFINITION: The public body type code differentiates government entities based on their ultimate reporting node.

Valid values are:

- A for state agencies in the executive including higher education, legislative, and judicial branches
- L for local government bodies including counties, cities, and towns
- E for purchasing organizations with statewide authority (DPS and VITA)
- O for Other purchasing organizations (non VA public body)

Bill To Entity Code CHAR(4) FK Entity: 02 Requisition Line
DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

Ship To Public Body Type Code CHAR(3) FK Entity: 02 Requisition Line
DEFINITION: The public body type code differentiates government entities based on their ultimate reporting node.

Valid values are:

- A for state agencies in the executive including higher education, legislative, and judicial branches
- L for local government bodies including counties, cities, and towns
- E for purchasing organizations with statewide authority (DPS and VITA)
- O for Other purchasing organizations (non VA public body)

Ship To Entity Code CHAR(4) FK Entity: 02 Requisition Line
DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

Bill To Email Address Text VARCHAR(100) Entity: 02 Requisition Line
DEFINITION: The Bill To Email Address Text is the Internet email address for the requesting organization's (Agency, Institution or Local Government) bill to address contact.

eVA Address Identifier CHAR(6) FK Entity: 02 Requisition Line
DEFINITION: The address identifier used in eVA for shipping and invoicing address locations associated with the purchasing location. eVA address identifiers are used by vendors to identify the buyer as a Commonwealth of Virginia purchaser eligible for specific contract pricing and terms. The address identifier is limited to 6 positions, because many vendor order fulfillment applications limit customer shipping identifiers to 6 positions.

Entity: 03 Requisition Comment

DEFINITION: A requisition comment documents the sourcing of the requisition, provides comments and attachments that are to be incorporated in the order sent to the supplier, or is used to document instructions, issues, concerns during the approval process.

A requisition comment may be added to the requisition at anytime.

PK Comment Sequence Number SMALLINT Entity: 03 Requisition Comment

DEFINITION: Comment Sequence Number increments to uniquely identify each comment within its associated object. In the context of Requisition Header comments, if a Requisition header had three comments, the Requisition Line Number for each would be 0 (zero) and the Comment Sequence Numbers would be 1, 2, and 3.

PK Requisition Number VARCHAR(50) FK Entity: 03 Requisition Comment

DEFINITION: Requisition Number is a generated number that uniquely identifies a requisition (e.g., PR12345).

PK Requisition Version Number SMALLINT FK Entity: 03 Requisition Comment

DEFINITION: When a requisition is changed, it is given a sequential version number (displayed as PR12345-V2). The highest requisition version number indicates the controlling document for all incoming actions.

PK Requisition Line Number INTEGER FK Entity: 03 Requisition Comment

DEFINITION: Requisition Line Number is a sequence number within a Requisition to uniquely identify each line specifying a requested item.

NOTES: For comments associated with the Requisition Header, the value in this field would be "0" to act as an indicator that the comment is associated with the Requisition

Comment Text VARCHAR(255) Entity: 03 Requisition Comment

DEFINITION: The comment text provides either internal instructions and/or documents needed to support processing of the Requisition. Or the comment text may provide the vendor with instructions, documents, contractual terms, or other information that is contractually bound to be met by the vendor or is useful to the vendor in fulfilling the purchase order.

Proprietary Flag CHAR(1) Entity: 03 Requisition Comment

DEFINITION: The Proprietary Flag indicates that the comment and associated attachment meets one or more criteria of Section 2.2-4342. "Public inspection of certain records in the Code of Virginia" and therefore shall not be released to the public

NOTES: § 2.2-4342. Public inspection of certain records. -

A. Except as provided in this section, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.).

B. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

C. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the public body decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.

D. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the public body decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

E. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

F. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Comments Locator Text VARCHAR(50) Entity: 03 Requisition Comment

DEFINITION: Comments Locator Text is the attached file name, location, and file type of the document if an attachment is included with the comment.

Purchase Order Comment Flag CHAR(1)

Entity: 03 Requisition Comment

DEFINITION: The PO Comment Flag indicates whether the comment is only related to the requisition or if true the comment should be copied to the purchase order comment entity and with the same association to either header or line number.

NOTES: Requisition Comments may be added throughout the life of the requisition and subsequent purchase order. Requisition comments are used to document the procurement file.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Entity: 04 Purchase Order OWNER: DPS

DEFINITION: A Purchase Order is a collection of goods and or services that are being purchase by an Entity to enable an individual to carry out their work assignment. The Purchase Order Header contains common information that applies to each of the detail lines in the Purchase Order. Common mandatory information includes the Vendor, Procurement Method, Funding Fiscal Year, Purchase Order Preparer, the Requester, Entity Invoice Address, and payment method (purchase card or invoice)

All information on the purchase order must be included on the associated requisition. Purchase orders are modified by modifications to the associated requisition. This constraint may change with the implementation of a new enterprise financial application.

This logical model represents Purchase Order Data that is transmitted to the Vendor Ordering Location.

NOTES: The Ship To Address and associate phone and delivery attributes are contained in the header XML when all purchase order lines are shipped to the same location.

The PO structure supports reference fields for integration with external applications for example warehouse resupply numbers etc, again this is a requirement but not mandatory for non-enterprise applications. The PO also supports inclusion of agency specific data requirements, contact DPS for details and solutions for specific implementations. Agencies requesting purchase order data will also receive agency specific requisition data.

PK Purchase Order Number CHAR(50) Entity: 04 Purchase Order

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

PK Purchase Order Version Number INTEGER Entity: 04 Purchase Order

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Delivered Order Method Category Code VARCHAR(5) Entity: 04 Purchase Order

DEFINITION: The Delivered Order Method Category Code is a short representation that indicates the method used to deliver the purchase order. Options include electronic or paper. If electronic, the vendors supplier network account setup will determine the actual electronic delivery method. Options include email, fax, web browser, edi or cxml.

The Order Delivery Method Code and Vendor Location Preferred Ordering Method Code are usually the same. They will differ if the preferred ordering method selected by the vendor location is not available at the time the order is sent to the vendor.

REFERENCE VALUES: Order Method Purchase Order

URL = Electronic delivery as established in Vendor's Supplier Network Profile

Paper = Buyer must print and send the purchase order

eVA Reserved Attributes CHAR(10) Entity: 04 Purchase Order

DEFINITION: This attribute represents the concept that Virginia requires data that may not be collected in commercial applications; these attributes may be used to capture statewide data. The usage and valid values for these attributes are defined by the Division of Purchases and Supply. These attributes may be designated by the enterprise as mandatory or optional use.

Current Version Flag INTEGER Entity: 04 Purchase Order

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Currency Code CHAR(3) Entity: 04 Purchase Order

DEFINITION: A currency code indicates the currency used for the transaction. Within the United States this would be the US Dollar (USD).

Contact Name for Order VARCHAR(60) Entity: 04 Purchase Order

DEFINITION: The first and last names of the purchase order "Preparer Contact". The "Preparer" can be the same as or different than the "Requester".

Total Cost DECIMAL(14,2) Entity: 04 Purchase Order

DEFINITION: The Total Cost is the sum of all line item extended price amounts each of which is rounded to two decimal positions

Issued Date Time DATETIME Entity: 04 Purchase Order

DEFINITION: The date and time the order was electronically transmitted to the vendor's procurement network account or printed by the Preparer.

Contact Email Address Text for Order VARCHAR(100) Entity: 04 Purchase Order

DEFINITION: The Internet eMail Address of the purchase order "Preparer Contact". The "Preparer" can be the same as or different than the "Requester".

Contact Phone Number for Order VARCHAR(26) Entity: 04 Purchase Order

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number of the person who creates and processes the requisition.

Contact Fax Number for Order VARCHAR(26) Entity: 04 Purchase Order

DEFINITION: The combination of Country, Area, Phone Number, and Extension for the fax number associated with the preparer contact.

Purchase Card Holder Name VARCHAR(60) Entity: 04 Purchase Order

DEFINITION: The name printed on the purchase card. By DOA policy purchase cards are assigned to an individual however some universities and local governments issue group cards - so the purchase card holder could have a more generic name like NIH Grant 12234

Purchase Card Number VARCHAR(100) Entity: 04 Purchase Order

DEFINITION: The PO Purchase Card Number is the purchase card number intended to be used by the vendor to obtain payment for this order. The number is encrypted

NOTES: The full purchase card number is encrypted while stored. The full number is only transmitted to the vendor when a secured transmission method is used (xml, edi, efax, ariba network inbox). Only the last four digits of the purchase card number are displayed on the UI, in email, or print.

Order Method Category VARCHAR(50) Entity: 04 Purchase Order

DEFINITION: The PO Order Method Category indicates the kind of ordering document generated by the Commonwealth's eprocurement application. Each method has a standard prefix value that will be the leading characters of the "Purchase Order Number" attribute. Ordering methods include: purchase card order (e.g. PCO12345), direct purchase order (e.g. DO34567), enterprise or integrated purchase order (e.g. EP56789)

Purchase Card Expiration Date DATE Entity: 04 Purchase Order

DEFINITION: The date the purchase card expires. The card always expires the last day of the specified expiration month. For purchase orders, this is the last day the vendor may process the purchase card for payment.

Creation Date Time DATETIME Entity: 04 Purchase Order

DEFINITION: The Order Creation Date and Time is the date and time this order document was created

NOTES: Orders transmitted through the Ariba Commerce Network are in GMT, Printed Purchase Orders are in Eastern Time

Vendor Location DUNS Number CHAR(9) Entity: 04 Purchase Order

DEFINITION: The Vendor Location DUNS Number Identifier is the Dun and Bradstreet number associated with the vendor location's physical address

The DUNS number is used as the unique identifier for external delivery of orders via Virginia's eprocurement network.

REFERENCE VALUES: IRS TIN Type Code

EIN = A business, organization, some sole proprietors, or other organization types issued by IRS

SSN = An individual, including some sole proprietors issued by SSA

ITIN = An individual required to have a TIN, but who is not eligible for a SSN. Examples include Resident aliens and nonresident aliens.

ATIN = An adopted individual prior to the assignment of a social security number

Vendor Location Preferred Order Method Code VARCHAR(5)

Entity: 04 Purchase Order

DEFINITION: The Vendor Location Preferred Ordering Method code is a short representation of the manner in which the vendor has elected to conduct business.

REFERENCE VALUES: Order Method Purchase Order

URL = Electronic delivery as established in Vendor's Supplier Network Profile

Paper = Buyer must print and send the purchase order

Vendor Location Standard Name VARCHAR(40) Entity: 04 Purchase Order

DEFINITION: The Vendor Location Standard Name is the name used across the Commonwealth in processing orders and payments to the vendor location.

This attribute defaults to the Vendor Location Legal Name, truncated at the maximum field length of 40 characters. It should be modified to allow for appropriate identification of the legal name for the vendor location. If a Tax Profile record is available the name submitted on the W9 or W8 form should be used. The field is limited to 40 characters to accommodate CARS and IRS limitations. Names may not contain special characters, except for a dash and an ampersand.

Vendor Location Name VARCHAR(60) Entity: 04 Purchase Order

DEFINITION: The Vendor Location Name is the name commonly used by buyers and payers to reference this specific vendor location. Commonly known as trading as name or doing business as name.

Vendor Ordering Location Contact Email Address Text VARCHAR(100) Entity: 04 Purchase Order

DEFINITION: The Email Address Text is the Internet email address for the Vendor Ordering Location contact.

Vendor Ordering Location Contact Phone Number VARCHAR(26) Entity: 04 Purchase Order

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number associated with the Vendor Ordering Location Address contact

Vendor Ordering Location Contact FAX Number VARCHAR(26) Entity: 04 Purchase Order

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number associated with the Vendor Ordering Location Contact.

Requisition Number VARCHAR(50) FK Entity: 04 Purchase Order

DEFINITION: Requisition Number is a generated number that uniquely identifies a requisition (e.g., PR12345).

Requisition Version Number SMALLINT FK Entity: 04 Purchase Order

DEFINITION: When a requisition is changed, it is given a sequential version number (displayed as PR12345-V2). The highest requisition version number indicates the controlling document for all incoming actions.

Preprinted Terms Text TEXT Entity: 04 Purchase Order

DEFINITION: The PO Terms Text is a general term and condition text that is applicable to this purchase order. The terms and condition text may vary by organization (Agency, Institution or Local Government).

NOTES: Current example of the text

This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at www.eVA.virginia.gov. This fee will be invoiced to your company, approximately 30 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order.

Requisitioning Entity Code CHAR(10) Entity: 04 Purchase Order

DEFINITION: The Requisitioning Entity's [Requester's] Code value as assigned by the Department of Planning & Budget for state organizations, and by the Division of Purchases and Supply for local government organizations.

Financial Integration Attributes VARCHAR(255) Entity: 04 Purchase Order

DEFINITION: PO Financial Integration Attributes are one or more attributes required to support integration between Virginia's electronic procurement system and a purchasing entity's financial or inventory application. Configuration of these attributes is controlled by the Division of Purchases and Supply.

Bill to Phone VARCHAR(26) Entity: 04 Purchase Order

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number associated with the requesting organization's (Agency, Institution or Local Government) bill to address contact.

Bill to Fax VARCHAR(26) Entity: 04 Purchase Order

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the fax number associated with the requesting organization's (Agency, Institution or Local Government) bill to address contact.

Bill To Email Address Text VARCHAR(100) Entity: 04 Purchase Order

DEFINITION: The Bill To Email Address Text is the Internet email address for the requesting organization's (Agency, Institution or Local Government) bill to address contact.

Bill to Purchasing Location Name VARCHAR(100) Entity: 04 Purchase Order

DEFINITION: The purchasing organization text descriptor for the bill to address.

Requisitioning Entity Name Text VARCHAR(100) Entity: 04 Purchase Order

DEFINITION: The full name of the public body that is placing the order. This is not the ordering location name, but the actual name of the Local Government or State Agency Name

Entity Tracking Reference Text VARCHAR(25) Entity: 04 Purchase Order

DEFINITION: The Entity Tracking Reference Text is used to associate the requisition to an external request.

The attribute is used to reference an inventory reply request, reference a manual request log, or to associate an internal agency purchase requisition or order to the enterprise purchase order.

Financial Interface Attributes CHAR(25) Entity: 04 Purchase Order

DEFINITION: PO Financial Interface Attributes are one or more attributes required to support interfacing between Virginia's electronic procurement system and a purchasing entity's financial or inventory application. Configuration of these attributes is controlled by the Division of Purchases and Supply.

NOTES: Agencies that receive delegated procurement authority from DPS must be approved by DPS to interface with eVA.

Entity Use Attributes VARCHAR(25) Entity: 04 Purchase Order

DEFINITION: This attribute represents the concept that Virginia purchasing locations may require data that may not be collected in commercial applications; these attributes may be used to capture purchasing location specific data. The usage and valid values for these attributes are defined by the purchasing location in coordination with the Division of Purchases and Supply. These attributes may be designated by the purchasing location as mandatory or optional use.

Minority Vendor Flag at Order CHAR(1) Entity: 04 Purchase Order

DEFINITION: The Minority Vendor Flag records whether or not the Vendor is a DMBE certified minority-owner business at the time the order is created.

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Woman Vendor Flag at Order CHAR(1) Entity: 04 Purchase Order

DEFINITION: The Women Vendor Flag records whether or not the Vendor is a DMBE certified women-owned business at the time the order is created

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Small Vendor Flag at Order CHAR(1) Entity: 04 Purchase Order

DEFINITION: The Small Vendor Flag records whether or not the Vendor is a DMBE certified small business at the time the order is created

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Virginia Vendor Parent Location Identification Number VARCHAR(25) Entity: 04 Purchase Order

DEFINITION: The Virginia Vendor Parent Location Identification Number is a Commonwealth of Virginia assigned unique number that represents the Vendor Location that indicates the highest level of the vendor organization registered in eVA.

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Approved Date Time DATETIME Entity: 04 Purchase Order

DEFINITION: Date and time this order was finally approved

Total Tax Amount DECIMAL(14.2) Entity: 04 Purchase Order

DEFINITION: Total amount of any applicable sales or use tax for the attached line items.

Total VAT TAX Amount DECIMAL(14.2) Entity: 04 Purchase Order

DEFINITION: Total amount of any applicable VAT or GST tax for the attached line items.

Purchase Order Type Code CHAR(10) Entity: 04 Purchase Order

DEFINITION: The attribute informs the vendor if the order is a new order, a modification to an previous order or a cancellation

REFERENCE VALUES: Purchase Order Type - External

new = Original Purchase Order (default)
update = Change Order
delete = Order Cancellation

Requester ID VARCHAR(10) FK Entity: 04 Purchase Order

DEFINITION: The eVA Access Identifier is the unique enterprise identifier assigned by Virginia's electronic procurement application (eVA). The eVA Access Identifier provides access to authorized Virginia electronic procurement applications.

Preparer ID VARCHAR(10) FK Entity: 04 Purchase Order

DEFINITION: The unique eVA Access Identifier for the Preparer. "Preparer" is the person that created the requisition. The "Preparer" can be the same as or different than the "Requester". This identifier is used as the person's electronic signature.

Virginia Vendor Ordering Location Identification Number VARCHAR(25) Entity: 04 Purchase Order

DEFINITION: The Virginia Vendor Location Identification Number (VVLIN) is a Commonwealth of Virginia assigned unique number that represents the Vendor Location.

NOTES: Implementation Note: The Vendor Location Identification Number is a required component of all electronic communication about vendors. It is recommended that agencies with their own internal systems find a way to associate the VLIN with the internal vendor identifier. In the initial phase of implementing this data standard the VLIN will be the eVA Vendor Location Customer Number.

Bill To eVA Address Identifier VARCHAR(6) Entity: 04 Purchase Order

DEFINITION: The eVA Common Address Identifier that represents the purchasing location bill to address identifier.

NOTES: Although represented in this model as a single entity, in eVA the vendor address table and the purchasing location address entity are separate with a different format for the unique identifier

Vendor Location Common Ordering Address Identifier VARCHAR(15) Entity: 04 Purchase Order

DEFINITION: The Vendor Location Address Identifier provides the ordering location address information for the vendor location associated with the purchase order.

NOTES: eVA Fields that are part of this identifier

VENDORLOC_LINES
VENDORLOC_CITY
VENDORLOC_STATE
VENDORLOC_POSTALCODE
VENDORLOC_COUNTRY

REFERENCE VALUES: Address Usage Code

BI = Billing (where a vendor receives invoices)
CS = Customer Service
PA = Payment (aka Remit To)
PR = Ordering
PT = Physical
SA = Statutory Agent
SO = Solicitation
WR = Web Administrator

Vendor Location Taxpayer Identification Number Type Code VARCHAR(5) Entity: 04 Purchase Order

DEFINITION: The Vendor Tax Profile TIN Type Code Identifier is used to identify the Taxpayer Identification Number (TIN) as either an Employer Identification Number (EIN), a Social Security Number (SSN), an Individual Taxpayer Identification Number (ITIN) or an Adoption Taxpayer Identification Number (ATIN).

REFERENCE VALUES: IRS TIN Type Code

EIN = A business, organization, some sole proprietors, or other organization types issued by IRS
SSN = An individual, including some sole proprietors issued by SSA
ITIN = An individual required to have a TIN, but who is not eligible for a SSN. Examples include Resident aliens and nonresident aliens.
ATIN = An adopted individual prior to the assignment of a social security number

Vendor Location Taxpayer Identification Number VARCHAR(9) Entity: 04 Purchase Order

DEFINITION: The Vendor Tax Profile TIN Identifier is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. The Vendor Tax Profile TIN Identifier may be a Social Security Number (SSN) issued by the Social Security Administration (SSA) or an Employer Identification Number (EIN) issued by the IRS to a business organization.

A US TIN must have nine (9) numbers. It does not contain letters.

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

NOTES: The Code of Virginia, Section 2.2-4354 requires contracts awarded by State agencies to include a special payment clause which directs individual contractors to provide their SSN, and sole proprietors, partnerships, and corporations to provide their EIN. Invoices for vendors who refuse to provide such information are considered in dispute under the provisions of the Prompt Payment Statutes.

The IRS Code, Section 3406(a) requires a vendor to provide their Taxpayer Identification Number (TIN) and to certify on Form W-9 that they are not subject to backup withholding taxes. If a taxpayer does not provide an agency with the required certification, payments to that vendor are considered in dispute and potentially subject to 31% backup withholding taxes.

IRS web reference:

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.html>

Integration Encumbrance Status VARCHAR(25) Entity: 04 Purchase Order

DEFINITION: Identifies the integration status of the purchase order. Defaults to In Progress.

REFERENCE VALUES: Integration ERP PO Status

INPROGRESS = Initial status for eligible integration events
DENY = Agency Application Denied the purchase order
CANCELLED = User cancelled the purchase order
NONE = PO has not been integrated
NOT ENABLED = Agency enabled, but workgroup is not enabled for integration
USER BYPASSED = Use requested PO bypass ERP
APPROVE = ERP approved the purchase order
SENT TO EPRO = Requisition was sent for sourcing
BELOW THRESHOLD = PO did not meet minimum dollar requirements for encumbrance

Purchase Order Status Code CHAR(10) Entity: 04 Purchase Order

DEFINITION: The Purchase Order Status Code identifies the step in the ordering process.

REFERENCE VALUES: Purchase Order Status Code

Ordering = Requisition is approved but not transmitted to vendor
Ordered = Requisition has been ordered
Cancelled = Requisition and all Purchase Orders are Cancelled
Receiving = Some Purchase Order Lines have been received
Received = All Purchase Order Lines are fully received
eprocurement = Requisition sent to sourcing

Original Purchase Order Number VARCHAR(50) Entity: 04 Purchase Order

DEFINITION: The Purchase Order Number that was first issued to the vendor ordering location.

Entity: 05 Purchase Order Line OWNER: DPS

DEFINITION: The specific good or service that is being purchased for the business unit. The PO item may reference an existing catalog, or is entered manually. PO items must meet procurement processing requirements (are on an existing contract or have been competitively procured). A PO line item may be associated with only one ship to location. PO items may have their costs allocated to up to 99 Chart of Account combinations

All information on a purchase order line is copied from the associated requisition. In the current electronic procurement system, no modifications are made to purchase orders. Any modification to the purchase order must begin with a modification to the associated requisition. This constraint may change with the implementation of a new enterprise financial application.

NOTES: The requisition structure supports reference fields for integration with external applications for example warehouse resupply numbers etc, again this is a requirement but not mandatory for non-enterprise applications. The requisition also supports inclusion of agency specific data requirements, contact DPS for details and solutions for specific implementations.

PK Purchase Order Line Number SMALLINT Entity: 05 Purchase Order Line

DEFINITION: PO Line Number is a sequence number within each Purchase Order to uniquely identify each line specifying an item being ordered.

PK Purchase Order Number CHAR(50) FK Entity: 05 Purchase Order Line

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

PK Purchase Order Version Number INTEGER FK Entity: 05 Purchase Order Line

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Specification Text TEXT Entity: 05 Purchase Order Line

DEFINITION: A specific description of the good or service that is being ordered. This description is populated directly from the Requisition Line associated with this Purchase Order Line.

For collaborative procurement of temporary labor the specification text includes the selected candidates full name and position title.

For collaborative procurement of project services the specification text describes a milestone or deliverable.

NOTES: Field limited to 2,000 characters

Quantity DECIMAL(14,5) Entity: 05 Purchase Order Line

DEFINITION: The numeric quantity of the item's specific unit of measure being requested, ordered or received. There is a direct relationship between Quantity and Unit of Measure.. For example if cookies have a unit of measure of dozen and you need 24 cookies, then quantity would be 2.

Unit of Measure CHAR(5) Entity: 05 Purchase Order Line

DEFINITION: A standard abbreviation used to represent the pricing quantity. The United Nations Unit of Measure code values are required

NOTES: Changed Attribute name to Unit of Measure

Unit Price Amount DECIMAL(15,5) Entity: 05 Purchase Order Line

DEFINITION: The price to be paid for the requested item and designated unit-of-measure.

For collaborative procurement of temporary labor this is the bill rate amount for the selected labor candidate. Unit of measure must be hours.

For collaborative procurements projects, this is the cost of the milestone or deliverable with a unit of measure of each or the per hour or per day rate for the service.

Vendor Part Number VARCHAR(25) Entity: 05 Purchase Order Line

DEFINITION: The vendor's part number entered by the vendor in an electronic eMall catalog or by the Requisition Preparer for non-catalog items

NOTES: Changed attribute from Manufacturer Part Number - this is an attribute on the requisition but does not get transmitted on the PO

Commodity Code VARCHAR(12) Entity: 05 Purchase Order Line

DEFINITION: Unique Identifier for the NIGP commodity code that best describes the good or service being requested/ordered.

Extended Price Amount DECIMAL(14,2) Entity: 05 Purchase Order Line

DEFINITION: The unit price multiplied by the quantity ordered. The value of this field is rounded to two decimal places.

Contract Number CHAR(25) Entity: 05 Purchase Order Line

DEFINITION: A Contract Number identifies a specific contract with a specific vendor for a specific commodity or group of commodities.

Catalog Lead Time Amount INTEGER Entity: 05 Purchase Order Line

DEFINITION: The number of days to be allowed/expected to elapse between placing an order with the vendor and delivery of the items ordered.

Requisition Number VARCHAR(50) FK Entity: 05 Purchase Order Line

DEFINITION: Requisition Number is a generated number that uniquely identifies a requisition (e.g., PR12345).

Requisition Version Number SMALLINT FK Entity: 05 Purchase Order Line

DEFINITION: When a requisition is changed, it is given a sequential version number (displayed as PR12345-V2). The highest requisition version number indicates the controlling document for all incoming actions.

Requisition Line Number INTEGER FK Entity: 05 Purchase Order Line

DEFINITION: Requisition Line Number is a sequence number within a Requisition to uniquely identify each line specifying a requested item.

Ship To Delivery Line Text VARCHAR(50) Entity: 05 Purchase Order Line

DEFINITION: The organization mail stop or other identifier (receiver name, mile post, etc.) that specifically describes the delivery location of the good or service.

Requester Full Name VARCHAR(60) Entity: 05 Purchase Order Line

DEFINITION: The first and last names of the person for whom the requisition is being processed. The "Requester" can be the same as or different than the "Preparer".

Ship To Location Phone Number VARCHAR(26) Entity: 05 Purchase Order Line

DEFINITION: The combination of Country, Area, Phone Number, and Extension for the phone number associated with the designated ship to purchasing location for this order.

Ship To Address Identifier VARCHAR(6) Entity: 05 Purchase Order Line

DEFINITION: The Common Address Identifier for the location where vendors are to deliver the goods and/or services. It is a system assigned value that uniquely identifies an address independent of usage.

Vendor Auxiliary Part Number VARCHAR(255) Entity: 05 Purchase Order Line

DEFINITION: The Auxiliary Part number entered by the vendor in an electronic eMall catalogs to indicate variable or flexible pricing (i.e. item price differs depending upon quantity ordered) for an item. When prices or descriptions (e.g. color) vary for the same item, vendors must provide a catalog line for each variation in description.

NOTES: This field is mapped from the CatalogItemRef object unless it is NULL, then it is mapped from the Product Description.

Needed By Date DATETIME Entity: 05 Purchase Order Line

DEFINITION: Date and time the requester needs to receive the ordered item(s).

Ship To Location FAX Number VARCHAR(26) Entity: 05 Purchase Order Line

DEFINITION: The Fax Number is the subscriber specific portion of the FAX number associated with this ship to address and purchasing location.

Ship To Purchasing Location Name VARCHAR(100) Entity: 05 Purchase Order Line

DEFINITION: The purchasing organization text descriptor for the ship to address.

Is Non Catalog Flag CHAR(1) Entity: 05 Purchase Order Line

DEFINITION: The Is Non Catalog Flag attribute indicates the requisition line was entered (typed) by the preparer, not selected from an existing electronic eMall catalog.

Catalog Manufacturer Part Number VARCHAR(25) Entity: 05 Purchase Order Line

DEFINITION: The manufacturer's part number entered by the vendor in an electronic eMall catalog.

Catalog Manufacturer Name VARCHAR(255) Entity: 05 Purchase Order Line

DEFINITION: Name of the product manufacturer as entered by the vendor in an electronic eMall catalog.

Requester Email Address Text VARCHAR(100)

Entity: 05 Purchase Order Line

DEFINITION: The Internet email address of the person for whom the requisition is being processed. The "Requester" can be the same as or different than the "Preparer". Used at the ship to email address on the purchase order

Requester Phone Number VARCHAR(26)

Entity: 05 Purchase Order Line

DEFINITION: The combination of Country, Area Code, Phone Number, and Extension for the phone number of the person for whom the requisition is being processed.

Required Delivery Date DATE

Entity: 05 Purchase Order Line

DEFINITION: Date and time that the vendor is required to deliver the ordered item(s)

For collaborative procurement temporary labor it is the end date of the engagement

For collaborative procurement project services it is the milestone delivery date.

NOTES: The current eVA application does not provide a Required Delivery Date (it only has a requested delivery date). This will need to be added to the application.

Line Tax Amount DECIMAL(14,2)

Entity: 05 Purchase Order Line

DEFINITION: The amount of any applicable sales or use tax for the purchase order line item.

Line VAT TAX Amount DECIMAL(14,2)

Entity: 05 Purchase Order Line

DEFINITION: The amount of any applicable VAT or GST tax for the purchase order line item.

Line Currency Code CHAR(3)

Entity: 05 Purchase Order Line

DEFINITION: A currency code indicates the currency used for the transaction. Within the United States this would be the US Dollar (USD).

Category Request Type Code CHAR(10)

Entity: 05 Purchase Order Line

DEFINITION: The Category Request Type Code indicates the type of resource being requested and determines the specific category attributes that apply to this request.

Based on the commodity and contract requirements a specific template of information is available. This means that required attributes may vary by category type and contract

NOTES: This is a future data requirement which will be more fully defined once Ariba Collaboration Module is implemented in eVA.

Unit of Measure Description Text VARCHAR(255)

Entity: 05 Purchase Order Line

DEFINITION: An English description of the unit of measure code value

Commodity Code Description Text VARCHAR(255)

Entity: 05 Purchase Order Line

DEFINITION: An English description of the commodity code.

Entity: 06 Purchase Order Comment

OWNER: DPS

DEFINITION: Purchase Order comments and associated file attachments are copied from the requisition comment into the purchase order. When processing a change order, associated purchase order files must be re-attached to the requisition comment.

NOTES: Only requisition comments designated as send to vendor are attached to the purchase order.

PK Comment Sequence Number SMALLINT Entity: 06 Purchase Order Comment

DEFINITION: Comment Sequence Number increments to uniquely identify each comment within its associated object. In the context of Purchase Order Header comments, if a Purchase Order header had three comments, the Purchase Order Line Number for each would be 0 (zero) and the Comment Sequence Numbers would be 1, 2, and 3.

PK Purchase Order Number CHAR(50) FK Entity: 06 Purchase Order Comment

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

Comment Text VARCHAR(255) Entity: 06 Purchase Order Comment

DEFINITION: The purchase order comment text provides the vendor with instructions, documents, contractual terms, or other information that is contractually bound to be met by the vendor or is useful to the vendor in fulfilling the purchase order.

Proprietary Flag CHAR(1) Entity: 06 Purchase Order Comment

DEFINITION: The Proprietary Flag indicates that the comment and associated attachment meets one or more criteria of Section 2.2-4342. "Public inspection of certain records in the Code of Virginia" and therefore shall not be released to the public

NOTES: § 2.2-4342. Public inspection of certain records. -

A. Except as provided in this section, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.).

B. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

C. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the public body decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.

D. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the public body decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

E. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

F. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Comments Locator Text VARCHAR(50) Entity: 06 Purchase Order Comment

DEFINITION: Comments Locator Text is the attached file name, location, and file type of the document if an attachment is included with the comment.

Purchase Order Line Number SMALLINT FK Entity: 06 Purchase Order Comment

DEFINITION: PO Line Number is a sequence number within each Purchase Order to uniquely identify each line specifying an item being ordered.

NOTES: For comments associated with the Purchase Order Header, the value in this field would be "0" to act as an indicator that the comment is associated with the Purchase Order Header.

Purchase Order Version Number INTEGER FK Entity: 06 Purchase Order Comment

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Entity: 07 Purchase Order Receipt

OWNER: DPS

DEFINITION: Common identifying information about the delivery of goods and or services associated with a specific purchase order.

A PO receipt is created at the time of order and modified with the quantity received by an authorized receiver. A receipt is required for all goods and services. Multiple receipts may be created for a single purchase order line.

PK Receipt Number CHAR(25) Entity: 07 Purchase Order Receipt

DEFINITION: The Receipt Number is a unique identifier for a receipt for a specific order.

Receipt Date DATE Entity: 07 Purchase Order Receipt

DEFINITION: The date on which the good or service was received

Receiver ID VARCHAR(10) Entity: 07 Purchase Order Receipt

DEFINITION: The eVA Access Identifier of the person that entered the receipt information into the eProcurement system. It is used as the electronic signature for the receiver.

Receipt Status CHAR(10) Entity: 07 Purchase Order Receipt

DEFINITION: The last completed step in the receipt process.

Valid Values: Receiving, Received

Close Order Flag CHAR(1) Entity: 07 Purchase Order Receipt

DEFINITION: Indicates whether to close order. A closed order indicates a final state for all associated documents including the requisition and purchase order.

Receipt Create Date Time DATETIME Entity: 07 Purchase Order Receipt

DEFINITION: Date and time when this receipt was first created

Receipt Submit Date Time DATETIME Entity: 07 Purchase Order Receipt

DEFINITION: Date and time when this receipt was submitted for approval.

Receipt Approved Date Time DATETIME Entity: 07 Purchase Order Receipt

DEFINITION: Date and time this receipt was finally approved

Purchase Order Number CHAR(50) FK Entity: 07 Purchase Order Receipt

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

Purchase Order Version Number INTEGER FK Entity: 07 Purchase Order Receipt

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Receiver Full Name VARCHAR(60) Entity: 07 Purchase Order Receipt

DEFINITION: The Receiver Full Name is the first and last name of the person who verified receipt of the good or service.

Virginia Vendor Location Identification Number VARCHAR(25) Entity: 07 Purchase Order Receipt

DEFINITION: The Virginia Vendor Location Identification Number (VVLIN) is a Commonwealth of Virginia assigned unique number that represents the Vendor Location.

NOTES: In the initial phase of implementing this data standard the VVLIN will be the eVA Vendor Location Customer Number

Entity: 08 Purchase Order Receipt Line

OWNER: DPS

DEFINITION: Details concerning the quantity delivered and condition for a specific PO item contained on a purchase order

NOTES: Added an optional relationship between Purchase Order Line and Purchase Order Receipt Line. This adds Purchase Order Number, Purchase Order Version Number, and Purchase Order Line Number as a foreign key to Purchase Order Receipt Line

PK Receipt Line Number INTEGER Entity: 08 Purchase Order Receipt Line

DEFINITION: The Receipt Line Number uniquely identifies a line on a receipt. Receipt Line Numbers in the Receipt Line entity must be >0.

PK Receipt Number CHAR(25) **FK** Entity: 08 Purchase Order Receipt Line

DEFINITION: The Receipt Number is a unique identifier for a receipt for a specific order.

Accepted Quantity DECIMAL(14.5) Entity: 08 Purchase Order Receipt Line

DEFINITION: Captures the number of products or services accepted within this shipment

Received on Date DATE Entity: 08 Purchase Order Receipt Line

DEFINITION: The date on which the good or service was received

Rejected Quantity DECIMAL(14.5) Entity: 08 Purchase Order Receipt Line

DEFINITION: Captures the number of products or services rejected within this shipment.

Reject Reason Text CHAR(255) Entity: 08 Purchase Order Receipt Line

DEFINITION: Memo field to capture any additional comments. On the Receipt Item, this field captures the reason for rejection. On the Unit Of Measure Map, this field captures a verbal description of the unit of measurement (e.g. 'Cubic foot per hour').

Receipt Unit of Measure CHAR(5) Entity: 08 Purchase Order Receipt Line

DEFINITION: A standard abbreviation used to represent the pricing quantity. The United Nations Unit of Measure code values are required

NOTES: Not used in eVA - receipt must be in same unit of measure as order

Asset Flag CHAR(1) Entity: 08 Purchase Order Receipt Line

DEFINITION: Indicates that the good meets the requirements for recording and tracking of controlled assets.

NOTES: Available in eVa but Serialized Receiving is turned off in eVA

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Previously Accepted Quantity DECIMAL(14.5) Entity: 08 Purchase Order Receipt Line

DEFINITION: Captures the number of products or services accepted on a prior receipt.

Notify Purchasing Agent Flag CHAR(1) Entity: 08 Purchase Order Receipt Line

DEFINITION: Indicates whether to send email to Purchasing Agent

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Purchase Order Number CHAR(50) **FK** Entity: 08 Purchase Order Receipt Line

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

Purchase Order Version Number INTEGER **FK** Entity: 08 Purchase Order Receipt Line

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Purchase Order Line Number SMALLINT **FK** Entity: 08 Purchase Order Receipt Line

DEFINITION: PO Line Number is a sequence number within each Purchase Order to uniquely identify each line specifying an item being ordered.

Entity: 09 Purchase Order Receipt Comment

DEFINITION: Receipt Comment provides a place to store multiple comments about a receipt or receipt line.

PK Comment Sequence Number SMALLINT Entity: 09 Purchase Order Receipt Comment
DEFINITION: Comment Sequence Number increments to uniquely identify each comment within its associated object.

PK Receipt Line Number INTEGER FK Entity: 09 Purchase Order Receipt Comment
DEFINITION: The Receipt Line Number uniquely identifies a line on a receipt. Receipt Line Numbers in the Receipt Line entity must be >0.

PK Receipt Number CHAR(25) FK Entity: 09 Purchase Order Receipt Comment
DEFINITION: The Receipt Number is a unique identifier for a receipt for a specific order.

Comment Text VARCHAR(255) Entity: 09 Purchase Order Receipt Comment
DEFINITION: The comment text provides either internal instructions and/or documents needed to support processing of the receipt.

Proprietary Flag CHAR(1) Entity: 09 Purchase Order Receipt Comment
DEFINITION: The Proprietary Flag indicates that the comment and associated attachment meets one or more criteria of Section 2.2-4342. "Public inspection of certain records in the Code of Virginia" and therefore shall not be released to the public.

NOTES: § 2.2-4342. Public inspection of certain records. -

A. Except as provided in this section, all proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.).

B. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

C. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the public body decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.

D. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the public body decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

E. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

F. Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Comments Locator Text VARCHAR(50) Entity: 09 Purchase Order Receipt Comment
DEFINITION: Comments Locator Text is the attached file name, location, and file type of the document if an attachment is included with the comment.

Entity: 10 Planned Account Distribution

OWNER: DOA

DEFINITION: The Chart of Account code combination that fully allocates the cost of the Requisition line item.

The Chart of Accounts used for the entity is defined by DOA policy and the entity Fiscal Officer.

Planned Account Distribution can be used for pre-encumbering allocations, automated budget checking, requisition approval routing, or other processes not listed here

NOTES: The Planned Account Distribution structure in eVA supports reference fields for integration with external applications for example work order numbers etc, again this is a requirement but not mandatory for non-enterprise applications. The Planned Account Distribution structure also supports inclusion of agency specific data requirements, contact DPS for details and solutions for specific implementations.

The Planned Account Distribution Entity defines the chart of account fields that are defined by the Department of Accounts for executive branch agencies, agency specific chart of account fields as defined by the Agency's accounting office. Planned Account Distribution also supports accounting requirements for local governments.

PK Accounting Line Number SMALLINT Entity: 10 Planned Account Distribution

DEFINITION: A sequential number assigned within each requisition line to uniquely identify each planned account distribution line for the requisition line. Each requisition line may have up to 99 planned account distribution lines.

NOTES: Although a requisition may be allocated by the user at the requisition header (allocate the total requisition amount according to this distribution), the transfer of planned account distribution is by requisition line, therefore header distribution lines are allocated to each line based on the requisition line's amount.

PK Requisition Number VARCHAR(50) FK Entity: 10 Planned Account Distribution

DEFINITION: Requisition Number is a generated number that uniquely identifies a requisition (e.g., PR12345).

PK Requisition Version Number SMALLINT FK Entity: 10 Planned Account Distribution

DEFINITION: When a requisition is changed, it is given a sequential version number (displayed as PR12345-V2). The highest requisition version number indicates the controlling document for all incoming actions.

PK Requisition Line Number INTEGER FK Entity: 10 Planned Account Distribution

DEFINITION: Requisition Line Number is a sequence number within a Requisition to uniquely identify each line specifying a requested item.

General Ledger Fund Number CHAR(2) Entity: 10 Planned Account Distribution

DEFINITION: The General Ledger Fund Number links a voucher amount to a fund within the accounting system. Ref CAPP 60106.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Program Number CHAR(7) Entity: 10 Planned Account Distribution

DEFINITION: The Program Number is the 7-digit code identifying the operational function for which an expenditure was appropriated.

The Program Number is part of the Program Code which consists of Program Number - Service Area Number - Program Element Number
See CAPP topic 60107.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Accounting Project Code CHAR(5) Entity: 10 Planned Account Distribution

DEFINITION: An Accounting Project Code links an expenditure to an identifiable project known to accounting. Reference CAPP 60110, Project Codes.

An accounting project is identified by [Project Code]-[Task]-[Phase].
The entry is generally optional but may be required for specific types of projects.
If used, lower grain components are optional but must be filled in order.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Amount DECIMAL(14,2) Entity: 10 Planned Account Distribution

DEFINITION: Planned Allocation Amount indicates the dollar value which will be charged to the specified accounting structures.

Planned Allocation Amount, Planned Allocation Percent, and Planned Allocation Quantity work together. Ultimately the system needs a dollar value which will be in Allocation Amount. But, the user may enter any of the three figure. If a user enters an amount,

the system will use that amount. If a user enters a percent or a quantity, the system will save that value and calculate the dollar amount. For a given requisition line, the total allocated should equal the extended dollar value.

Planned Allocation Percent NUMERIC(10.5)

Entity: 10 Planned Account Distribution

DEFINITION: If the user chooses to divide the allocation based upon percent, Planned Allocation Percent indicates the percent of the requisition line extended dollar value which will be charged to the specified accounting structures.

Planned Allocation Amount, Planned Allocation Percent, and Planned Allocation Quantity work together. Ultimately the system needs a dollar value which will be in Allocation Amount. But, the user may enter any of the three figure. If a user enters an amount, the system will use that amount. If a user enters a percent or a quantity, the system will save that value and calculate the dollar amount. For a given requisition line, the total allocated should equal the extended dollar value.

Quantity DECIMAL(14.5)

Entity: 10 Planned Account Distribution

DEFINITION: The numeric quantity of the item's specific unit of measure being requested, ordered or received. There is a direct relationship between Quantity and Unit of Measure.. For example if cookies have a unit of measure of dozen and you need 24 cookies, then quantity would be 2.

Accounting Cost Code CHAR(3)

Entity: 10 Planned Account Distribution

DEFINITION: Accounting Cost Code is an optional way to classify an expenditure and is used instead of Project Code. If a Cost Code exists for a project, the Cost Code must be used and Project Code is left blank.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Accounting Transaction Code CHAR(3)

Entity: 10 Planned Account Distribution

DEFINITION: The Accounting Transaction Code defines the purpose of the voucher line for inputting data into CARS.
?? FUTURE ??

See CAPP topic 60103 for a list of codes

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Charge To Agency Number CHAR(3)

Entity: 10 Planned Account Distribution

DEFINITION: The Charge To Agency Number is the three digit number assigned by DOA to uniquely identify agencies and institutions within the Commonwealth of Virginia.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

General Ledger Account Code CHAR(4)

Entity: 10 Planned Account Distribution

DEFINITION: The General Ledger Account Code indicates the account which will be have the voucher amount applied.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

General Ledger Fund Detail Number CHAR(2)

Entity: 10 Planned Account Distribution

DEFINITION: The General Ledger Fund Detail Number serves to break a General Ledger Fund into finer grained components of the fund.
CAPP 60106.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Funding Fiscal Year CHAR(4)

Entity: 10 Planned Account Distribution

DEFINITION: The financial accounting year the requisition was created in. In Virginia the fiscal year begins July 1 and ends June 30. The fiscal year is determined by the year in which the fiscal year ends. Fiscal year 2010 is from July 1 2009 to June 30 2010.

Subprogram Number CHAR(2)

Entity: 10 Planned Account Distribution

DEFINITION: The subprogram number is a 2-digit number to resolve a program to a finer detail. May be blank if it does not apply. The Program Number is part of the Program Code which consists of Program Number - Subprogram Number - Program Element Number

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Program Element Number CHAR(2)

Entity: 10 Planned Account Distribution

DEFINITION: The Program Element Number gives the lowest level of granularity for the Fund Code. The Program Number is part of the Program Code which consists of Program Number - Subprogram Number - Program Element Number
CAN THIS BE BLANK IF IT DOES NOT APPLY?

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Accounting Project Task CHAR(2)

Entity: 10 Planned Account Distribution

DEFINITION: Accounting Project Task breaks down an accounting project into finer components.

An accounting project is identified by [Project Code]-[Task]-[Phase]. The entry is generally optional but may be required for specific types of projects. If used, lower grain components are optional but must be filled in order.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Accounting Project Phase CHAR(2) Entity: 10 Planned Account Distribution

DEFINITION: Accounting Project Phase breaks down an accounting project task into finer components.

An accounting project is identified by [Project Code]-[Task]-[Phase]. The entry is generally optional but may be required for specific types of projects. If used, lower grain components are optional but must be filled in order.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

FIPS Virginia Locality Code CHAR(3) Entity: 10 Planned Account Distribution

DEFINITION: The three-digit FIPS code which identifies a locality within Virginia. Used if disbursement is being made to a Virginia locality.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Agency Reference Number CHAR(9) Entity: 10 Planned Account Distribution

DEFINITION: Agency Reference Number is an optional number for agencies to use at their discretion.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Planned Distribution Description Text CHAR(27) Entity: 10 Planned Account Distribution

DEFINITION: The Planned Distribution Description is a line which will be passed to [Voucher Accounting Line].[Voucher Line Description Text]. may print on check stubs. If too many voucher lines are aggregated into one check, not all of the descriptions will print.

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Planned Distribution Multipurpose CHAR(10) Entity: 10 Planned Account Distribution

DEFINITION: The Multipurpose data element can be used by agencies as they see fit. It will be passed to the corresponding field on the voucher (Voucher Line Multipurpose).

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

DOA Generate 1099 Flag CHAR(1) Entity: 10 Planned Account Distribution

DEFINITION: The DOA Generate 1099 Flag indicates if the agency needs the Department of Administration to generate the 1099 for this expense.

Y = Yes, DOA should generate 1099.

N = No, the agency is responsible to generate the 1099 (default)

NOTES: Chart Field requirements are defined by DOA and the entity fiscal officer

Planned Allocation Type Code VARCHAR(50) Entity: 10 Planned Account Distribution

DEFINITION: Indicates the accounting distribution type for the entire line item. Defaults to _Percentage

Valid Values are:

_Percentage

_Quantity

_Amount

NOTES: Required for the eVA integration standard.

REFERENCE VALUES: Planned Distribution Method

_Percentage

_Quantity

_Amount

Purchase Order Number CHAR(50) FK Entity: 10 Planned Account Distribution

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

Purchase Order Version Number INTEGER FK Entity: 10 Planned Account Distribution

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Purchase Order Line Number SMALLINT **FK** Entity: 10 Planned Account Distribution

DEFINITION: PO Line Number is a sequence number within each Purchase Order to uniquely identify each line specifying an item being ordered.

Entity: 11 Voucher Accounting Line

OWNER: DOA

DEFINITION: A voucher accounting line indicates how funds related to an invoice will be charged to COV internal accounting.

There is no specific relationship of the distribution of funds to specific invoice line items, but eventually, possibility based upon multiple vouchers, the total of the invoice should be accounted for.

NOTES: Although the data standard relates a voucher accounting line to a specific purchase order line, this is a future state relationship. The Commonwealth's current financial system (CARS) cannot make this association. Entities supplying payment data directly to APA (non-detail CARS reporting agencies) should provide this relationship.

PK Voucher Line Number SMALLINT Entity: 11 Voucher Accounting Line

DEFINITION: The Voucher Line Number corresponds to the sequence of an entry on the Voucher.

The numbers increment sequentially within a voucher. Lines may be marked as deleted (see Voucher Line Delete Flag) but will still be retained by the system. When a delete occurs, existing lines will not be resequenced and the deleted sequence number will not be reused.

FK Voucher Number CHAR(25) **FK** Entity: 11 Voucher Accounting Line

DEFINITION: The unique identifier for a fiscal voucher

Voucher Line Delete Flag CHAR(10) Entity: 11 Voucher Accounting Line

DEFINITION: The Voucher Line Delete Flag (Y/N) indicates if a voucher line has been logically deleted (Y). This means that the line can be ignored for processing but is retained for forensic purposes.

Accounting Transaction Code CHAR(3) Entity: 11 Voucher Accounting Line

DEFINITION: "The Accounting Transaction Code defines the purpose of the voucher line for inputting data into CARS. The future FMS will not have this.

See CAPP topic 60103 for a list of codes."

General Ledger Account Code CHAR(4) Entity: 11 Voucher Accounting Line

DEFINITION: The General Ledger Account Code indicates the account which will be have the voucher amount applied.

General Ledger Fund Number CHAR(2) Entity: 11 Voucher Accounting Line

DEFINITION: The General Ledger Fund Number links a voucher amount to a fund within the accounting system. Ref CAPP 60106.

General Ledger Fund Detail Number CHAR(2) Entity: 11 Voucher Accounting Line

DEFINITION: The General Ledger Fund Detail Number serves to break a General Ledger Fund into finer grained components of the fund. CAPP 60106.

Funding Fiscal Year CHAR(2) Entity: 11 Voucher Accounting Line

DEFINITION: This extrinsic is used for Fiscal Year which is the financial accounting year the requisition is to be paid. In Virginia the fiscal year begins July 1 and ends June 30. The fiscal year is determined by the year in which the fiscal year ends. Fiscal year 2010 is from July 1 2009 to June 30 2010.

Program Number CHAR(7) Entity: 11 Voucher Accounting Line

DEFINITION: "The Program Number is the 7-digit code identifying the operational function for which an expenditure was appropriated.

The Program Number is part of the Program Code which consists of Program Number - Service Area Number - Program Element Number
See CAPP topic 60107."

Service Area Number CHAR(2) Entity: 11 Voucher Accounting Line

DEFINITION: "The Service Area is a 2-digit number to resolve a program to a finer detail. May be blank if it does not apply. The Program Number is part of the Program Code which consists of Program Number - Service Area - Program Element Number. This was formerly known as Subprogram Number."

Program Element Number CHAR(2) Entity: 11 Voucher Accounting Line

DEFINITION: The Program Element Number is the lowest granularity of the Program Code which consists of Program Number - Subprogram Number - Program Element Number. It can be blank.

Expenditure Code CHAR(4) Entity: 11 Voucher Accounting Line

DEFINITION: Expenditure Code (also known as Object) classifies expenditures for reporting and control. Reference CAPP 60108.

The code consists of four digits:

XXXX

|| | | - subobject

|| | - object

| | - major object

| - expenditure character

EXAMPLES:

1. The first digit denotes expenditure character, such as:

1XXX - Operating Expenses

2XXX - Fixed Asset Expenses

3XXX - Debt Service Expenses

2. The second digit denotes the major object classification of expenditure, such as:

11XX - Personal Services

12XX - Contractual Services

3. The third digit denotes the object of expenditure, such as:

111X - Employee Benefits

112X - Salaries

4. The fourth digit denotes subobject of expenditure, such as:

1111 - Employer Retirement Contributions

1114 - Group Insurance

Voucher Line Amount NUMERIC(14.2) Entity: 11 Voucher Accounting Line

DEFINITION: The Voucher Line Amount indicates the dollar value of an expenditure up to \$100,000,000,000.00

Accounting Project Code CHAR(5) Entity: 11 Voucher Accounting Line

DEFINITION: An Accounting Project Code links an expenditure to an identifiable project known to accounting.

Reference CAPP 60110, Project Codes.

An accounting project is identified by [Project Code]-[Task]-[Phase].

The entry is generally optional but may be required for specific types of projects.

If used, lower grain components are optional but must be filled in order.

Accounting Project Task CHAR(2) Entity: 11 Voucher Accounting Line

DEFINITION: Accounting Project Task breaks down an accounting project into finer components.

An accounting project is identified by [Project Code]-[Task]-[Phase].

The entry is generally optional but may be required for specific types of projects.

If used, lower grain components are optional but must be filled in order.

Accounting Project Phase CHAR(2) Entity: 11 Voucher Accounting Line

DEFINITION: Accounting Project Phase breaks down an accounting project task into finer components.

An accounting project is identified by [Project Code]-[Task]-[Phase].

The entry is generally optional but may be required for specific types of projects.

If used, lower grain components are optional but must be filled in order.

Accounting Cost Code CHAR(3) Entity: 11 Voucher Accounting Line

DEFINITION: Accounting Cost Code is an optional way to classify an expenditure and is used instead of Project Code. If a Cost Code exists for a project, the Cost Code must be used and Project Code is left blank.

FIPS Code CHAR(10) Entity: 11 Voucher Accounting Line

DEFINITION: FIPS Code is the three digit code identifying the locality. Blank if not applicable or if a cost code is being used. CAPP 60105

FIPS Virginia Locality Code CHAR(3) Entity: 11 Voucher Accounting Line

DEFINITION: The three-digit FIPS code which identifies a locality within Virginia. Used if disbursement is being made to a Virginia locality.

Entity Reference Number CHAR(9) Entity: 11 Voucher Accounting Line

DEFINITION: Entity Reference Number is an optional number for agencies to use at their discretion.

Voucher Line Description Text VARCHAR(27) Entity: 11 Voucher Accounting Line

DEFINITION: The voucher line description is a line which may print on check stubs.

Voucher Line Multipurpose CHAR(10) Entity: 11 Voucher Accounting Line

DOA Generate 1099 Flag CHAR(1) Entity: 11 Voucher Accounting Line

DEFINITION: The DOA Generate 1099 Flag indicates if the agency needs the Department of Administration to generate the 1099 for this expense.

Y = Yes, DOA should generate 1099.

N = No, the agency is responsible to generate the 1099 (default)

Due Date DATE Entity: 11 Voucher Accounting Line

DEFINITION: The Due Date of a Voucher Accounting Line indicates when

Payment Due Date DATE Entity: 11 Voucher Accounting Line

DEFINITION: The Due Date of a Voucher Accounting Line indicates when payment is due under the Prompt Payment statutes

Purchase Order Number CHAR(50) FK Entity: 11 Voucher Accounting Line

DEFINITION: Purchase Order Number is a generated number that uniquely identifies an order (e.g. EP13579 or DO24680).

Purchase Order Version Number INTEGER FK Entity: 11 Voucher Accounting Line

DEFINITION: The Order Version Number indicates how many substantive changes an order has undergone. When an order is changed it is given a sequential version number (e.g. EP13579-V2). The highest version number indicates the controlling document for all incoming actions

Actions against previous versions are considered to be applied to the current version, or said another way, actions against any version accumulate to the current version as if there were no version number

NOTES: If the business requires a history of what the PO looked like, that will be maintained separately.

Purchase Order Line Number SMALLINT FK Entity: 11 Voucher Accounting Line

DEFINITION: PO Line Number is a sequence number within each Purchase Order to uniquely identify each line specifying an item being ordered.

Entity: COV Agency Address Usage

OWNER: DPS

DEFINITION: The Agency Address Usage table identifies purchasing locations postal addresses and the physical (legal) address of the purchasing location even if the physical address is non-deliverable by a postal authority. It also defines the principal communications end-point (contact) at the address location. The information is captured at the time the purchasing organization is established in eVA. It is used to provide billing and shipping address and contact information on solicitations, requisitions, and purchase orders.

NOTES: VITA requested the Public Body Address identifier be expanded from 6 positions to 20 positions. This necessitates a change to COV Agency Address Usage - adding an attribute for eVA address IDs which are limited to 6 positions.

Modified relationship between Public Body Address and COV agency Address Usage to non-identifying - removing Public Body Address Identifier as part of the primary key and making it a foreign key. Promoted eVA Address Identifier as part of the primary key for ordering transactions.

PK Purchasing Location Address Usage Code VARCHAR(2) Entity: COV Agency Address Usage

DEFINITION: The Purchasing Location Address Type Code is a code that indicates the purpose of the address.

REFERENCE VALUES: Address Usage Code Purchasing Location

S = Agency Shipping Address

B = Agency Bill to Address

PK Controlling Agency Public Body Type Code CHAR(3) **FK** Entity: COV Agency Address Usage

DEFINITION: The public body type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

O for Other purchasing organizations (non VA public body)

PK Controlling Agency Entity Code CHAR(4) **FK** Entity: COV Agency Address Usage

DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

PK eVA Address Identifier CHAR(6) Entity: COV Agency Address Usage

DEFINITION: The address identifier used in eVA for shipping and invoicing address locations associated with the purchasing location. eVA address identifiers are used by vendors to identify the buyer as a Commonwealth of Virginia purchaser eligible for specific contract pricing and terms. The address identifier is limited to 6 positions, because many vendor order fulfillment applications limit customer shipping identifiers to 6 positions.

Principal Address Flag CHAR(1) Entity: COV Agency Address Usage

DEFINITION: Principal Address Flag indicates that this is the primary correspondence location and contact for the purchasing location and address usage. For an application that can support only one type of a communication end point per address type - this is the address that should be used.

REFERENCE VALUES: Logical Flag

0 = FALSE

1 = TRUE

Delivery Line Text VARCHAR(66) Entity: COV Agency Address Usage

DEFINITION: Internal Mail Delivery is for additional internal mail routing information that is used by organizations. For example, mail stop, floor or department.

Fax Area Code VARCHAR(7) Entity: COV Agency Address Usage

DEFINITION: The Fax Area Code is the regional identifier for the subscriber fax phone number associated with the Contact.

FAX Country Code VARCHAR(5) Entity: COV Agency Address Usage

DEFINITION: The FAX Country Code contains the International ITU dial code for the country associated with the Contact

Fax Phone Number VARCHAR(26) Entity: COV Agency Address Usage

DEFINITION: The Fax Number is the subscriber specific portion of the FAX number associated with the Contact..

Fax Extension Number VARCHAR(6) Entity: COV Agency Address Usage

DEFINITION: The Fax Extension is an organization assigned value that by-passes the switchboard associated with the Contact.

NOTES:

Phone Country Code VARCHAR(5)

Entity: COV Agency Address Usage

DEFINITION: The Phone Country Code contains the International ITU dial code for the country associated with the contact.

Phone Area Code VARCHAR(7)

Entity: COV Agency Address Usage

DEFINITION: The Phone Area Code is the regional identifier for the associated phone number

Phone Number VARCHAR(30)

Entity: COV Agency Address Usage

DEFINITION: The Phone Number is the subscriber specific portion of the phone number associated with the Contact.

Phone Extension Number VARCHAR(6)

Entity: COV Agency Address Usage

DEFINITION: The Phone Extension is an organization assigned value that by-passes the switchboard associated with the Contact.

Controlling Agency Formal Name VARCHAR(100) **FK**

Entity: COV Agency Address Usage

DEFINITION: The full name of the purchasing workgroup. This can be the Department or Agency Name, a Division or Region descriptor, or a public body location such as a public school, fire department, etc.

Integration Agency Address Identifier VARCHAR(25)

Entity: COV Agency Address Usage

DEFINITION: An external address identifier assigned by an entity application that is required by the entity to accurately process enterprise integration transactions.

Purchasing Location Address Identifier VARCHAR(20) **FK**

Entity: COV Agency Address Usage

DEFINITION: The eVA Common Address Identifier is an eVA assigned value that uniquely identifies an address independent of usage.

NOTES: Although represented in this model as a single entity, in eVA the vendor address table and the purchasing location address entity are separate with a different format for the unique identifier.

REFERENCE VALUES: Address Usage Code Purchasing Location

S = Agency Shipping Address

B = Agency Bill to Address

Entity: COV Purchasing Contact

OWNER: DPS

DEFINITION: A COV Purchasing Contact is an individual employed by or a contractor of a purchasing location. Contact defines the communications end-point (contact). This must be a person and can not be group designation, like Customer Support.

NOTES:

PK eVA Access Identifier VARCHAR(10)

Entity: COV Purchasing Contact

DEFINITION: The eVA Access Identifier is the unique enterprise identifier assigned by Virginia's electronic procurement application (eVA). The eVA Access Identifier provides access to authorized Virginia electronic procurement applications.

Last Name Suffix Text VARCHAR(10)

Entity: COV Purchasing Contact

DEFINITION: The Last Name Suffix further differentiates the full name of the contact.

Example values are Junior (JR) Senior (SR) III, etc

Middle Name VARCHAR(20)

Entity: COV Purchasing Contact

DEFINITION: The Middle Name is the second given name of the Contact

Contact Honorific Text VARCHAR(10)

Entity: COV Purchasing Contact

DEFINITION: The Common Contact Honorific is the appropriate formal address for the contact

Examples include: MR MS MRS DR Dean, etc

Person ID Domain Code VARCHAR(3)

Entity: COV Purchasing Contact

DEFINITION: The PID Domain Code is the type of identifier being used by the contact.

Valid values may include

USD = US Drivers License - SubPID Domain State abbreviations

USI = State Issued Identity Card - SubPID Domain State abbreviation

CAD = Canadian Drivers License - SubPID Canadian Provinces

Email

FOR = Foreign Identity Card - SubPID 2 Digit Country Code

PEM = Personal Email Address

NOTES: The combination of [Person ID Domain Code] + [Person ID SubDomain Code] + [Person ID Text] will uniquely identify a person. The intent is to have some way to reduce the situations where one person ends up with multiple contact records. If a person changes companies and is still assigned as a contact for the Commonwealth, the record can be found and relinked to the new company.

Person ID Text VARCHAR(100)

Entity: COV Purchasing Contact

DEFINITION: Person Identification Number is a government assigned identifier for the Contact. The primary domain is state driver's license/identity numbers assigned by US or Canadian States or Provinces. Alternate identifiers include County Issued Identity card numbers.

Social Security numbers are not allowed to be used as an identifier

Person ID SubDomain Code VARCHAR(2)

Entity: COV Purchasing Contact

DEFINITION: The PID SubDomain Code is the locality that issued the Person Identification Number

Valid values include - US States, CA Provinces, two digit country codes and XX if the Personal ID Domain Code is "Personal Email."

Common Contact Comment Text VARCHAR(255)

Entity: COV Purchasing Contact

DEFINITION: Comment Text captures free form information about the contact.

Contact Top Agency Identification Number INTEGER

Entity: COV Purchasing Contact

DEFINITION: The Contact top Agency Identification Number is the highest level of the public body

Delivery Line Text CHAR(50)

Entity: COV Purchasing Contact

DEFINITION: The Delivery Line Text is for additional internal mail routing information that is used by organizations. For example, mail stop, floor or department.

Public Body Type Code CHAR(3) **FK**

Entity: COV Purchasing Contact

DEFINITION: The public body type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns
E for purchasing organizations with statewide authority (DPS and VITA)
O for Other purchasing organizations (non VA public body)

Entity Code CHAR(4) **FK** Entity: COV Purchasing Contact
DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

Purchasing Location Name VARCHAR(100) **FK** Entity: COV Purchasing Contact
DEFINITION: The full name of the purchasing workgroup. This can be the Department or Agency Name, a Division or Region descriptor, or a public body location such as a public school, fire department, etc.

Employee Identification Number CHAR(25) Entity: COV Purchasing Contact
DEFINITION: The identification number assigned by the purchasing location's human resource (personnel office).

For most executive branch agencies this will be the emplID assigned by PMIS.

Supervisor ID VARCHAR(10) **FK** Entity: COV Purchasing Contact
DEFINITION: The eVA Access Identifier is the unique enterprise identifier assigned by Virginia's electronic procurement application (eVA). The eVA Access Identifier provides access to authorized Virginia electronic procurement applications.

First Name VARCHAR(30) Entity: COV Purchasing Contact
DEFINITION: The First Name is the first given name of the Contact.

Last Name VARCHAR(30) Entity: COV Purchasing Contact
DEFINITION: The Last Name (surname) of the Contact.

Fax Area Code VARCHAR(7) Entity: COV Purchasing Contact
DEFINITION: The Fax Area Code is the regional identifier for the subscriber fax phone number associated with the Contact.

Fax Phone Number VARCHAR(26) Entity: COV Purchasing Contact
DEFINITION: The Fax Number is the subscriber specific portion of the FAX number associated with the Contact..

Fax Extension Number VARCHAR(6) Entity: COV Purchasing Contact
DEFINITION: The Fax Extension is an organization assigned value that by-passes the switchboard associated with the Contact.

Email Address Text VARCHAR(100) Entity: COV Purchasing Contact
DEFINITION: The Email Address Text is the Internet email address for the contact.

Phone Area Code VARCHAR(7) Entity: COV Purchasing Contact
DEFINITION: The Phone Area Code is the regional identifier for the associated phone number

Phone Number VARCHAR(30) Entity: COV Purchasing Contact
DEFINITION: The Phone Number is the subscriber specific portion of the phone number associated with the Contact.

Full Name VARCHAR(60) Entity: COV Purchasing Contact
DEFINITION: The Full Name is the first and last name of the person who is designated as a contact for any purpose. Formatted as the person would like the name formatted. For example, Henry Ross Perot may want his name shown as "H. Ross Perot."

FAX Country Code VARCHAR(5) Entity: COV Purchasing Contact
DEFINITION: The FAX Country Code contains the International ITU dial code for the country associated with the Contact

Phone Country Code VARCHAR(5) Entity: COV Purchasing Contact
DEFINITION: The Phone Country Code contains the International ITU dial code for the country associated with the contact.

Phone Extension Number VARCHAR(6) Entity: COV Purchasing Contact
DEFINITION: The Phone Extension is an organization assigned value that by-passes the switchboard associated with the Contact.

Business Title Text VARCHAR(45) Entity: COV Purchasing Contact
DEFINITION: The Common Contact Title is the organization role of the contact

Entity: COV Purchasing Location

OWNER: DPS

DEFINITION: A COV Purchasing location is an identifiable organizational-physical location which can commit funds to purchase goods or services.

PK Purchasing Location Name VARCHAR(100)

Entity: COV Purchasing Location

DEFINITION: The full name of the purchasing workgroup. This can be the Department or Agency Name, a Division or Region descriptor, or a public body location such as a public school, fire department, etc.

PK Entity Code CHAR(4)

Entity: COV Purchasing Location

DEFINITION: The Agency Code value as assigned by the Department of Planning & Budget for state organizations or the Entity Code value as assigned by the Division of Purchases and Supply for local government organizations.

PK Public Body Type Code CHAR(3)

Entity: COV Purchasing Location

DEFINITION: The public body type code differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

O for Other purchasing organizations (non VA public body)

Fiscal Officer Full Name VARCHAR(60)

Entity: COV Purchasing Location

DEFINITION: The first and last name of the person who is designated as the Fiscal contact for the COV Controlling Agency

Procurement Officer Full Name VARCHAR(60)

Entity: COV Purchasing Location

DEFINITION: The first and last name of the person who is designated as the Procurement contact for the COV Controlling Agency.

Financial Integration Flag CHAR(1)

Entity: COV Purchasing Location

DEFINITION: Indicates that this purchasing location integrates requisitions, purchase orders, and or planned distribution data with a financial accounting application.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Advanced Procurement Integration Flag CHAR(1)

Entity: COV Purchasing Location

DEFINITION: Indicates that this purchasing location integrates requisitions with eVA's advanced procurement module, Advantage.

REFERENCE VALUES: Logical Flag (Y/N)

Y = Yes Condition is valid

N = No Condition is invalid

Controlling Agency Type Code CHAR(3) **FK**

Entity: COV Purchasing Location

DEFINITION: The Controlling Agency type code is the public body type code which differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

O for Other purchasing organizations (non VA public body)

Controlling Agency Entity Code CHAR(4) **FK**

Entity: COV Purchasing Location

DEFINITION: Department of Planning and Budget assigned agency or public body code for the entity that owns or controls this "COV Purchasing Location". For example the Department of Corrections is the controlling agency for all state operated prisons in Virginia.

Controlling Agency Name VARCHAR(100) **FK**

Entity: COV Purchasing Location

DEFINITION: The descriptive name of the Controlling Agency this will be the Agency Name, or Institution Name for state entities and the County, City, or Town Name for local governments

Parent Type Code CHAR(3) **FK**

Entity: COV Purchasing Location

DEFINITION: The parent type code is the public body type code which differentiates government entities based on their ultimate reporting node.

Valid values are:

A for state agencies in the executive including higher education, legislative, and judicial branches

L for local government bodies including counties, cities, and towns

E for purchasing organizations with statewide authority (DPS and VITA)

O for Other purchasing organizations (non VA public body)

Parent Entity Code CHAR(4) **FK** Entity: COV Purchasing Location

DEFINITION: Department of Planning and Budget assigned agency or public body code for the entity that owns or controls this "COV Purchasing Location" . This is the agency code for state agencies, the FIPS code for county, city and towns.

Parent Agency Name VARCHAR(100) **FK** Entity: COV Purchasing Location

DEFINITION: The descriptive name of the Parent Agency which is the Secretariat Name, Agency Name, or Institution Name for state entities and the County, City, or Town Name for local governments

Purchasing Location Abbreviation VARCHAR(10) Entity: COV Purchasing Location

DEFINITION: The commonly used acronym or abbreviation for the entity. (e. g. Department of General Services is DGS, the Division of Purchases and Supply is DPS, Virginia Distribution Center is VDC)

Entity: Public Body Address

OWNER: DPS

DEFINITION: The Public Body Address address table contains the addresses that are used by purchasing locations. These addresses are entered by designated Commonwealth of Virginia data managers for the public body locations.

NOTES: Modification from last submission: Renamed the table from eVA Common Address to Public Body Address; Removed references to Vendor in the definition; changed Address Identifier attribute length to Varchar(20). This necessitates a change to COV Agency Address Usage - adding an attribute for eVA address IDs which are limited to 6 positions.

PK Address Identifier VARCHAR(20) Entity: Public Body Address

DEFINITION: The eVA Common Address Identifier is an eVA assigned value that uniquely identifies an address independent of usage.

NOTES: Although represented in this model as a single entity, in eVA the vendor address table and the purchasing location address entity are separate with a different format for the unique identifier.

REFERENCE VALUES: Address Usage Code Purchasing Location

S = Agency Shipping Address

B = Agency Bill to Address

City Name VARCHAR(28) Entity: Public Body Address

DEFINITION: The Common Address City Name is the name of a city, USPS entity (such as a post office or station), community, USPS-preferred last line, municipality, or urbanization (Puerto Rico only).

Note: An urbanization is an area, sector, or development within a city; it is an important part of the addressing format of Puerto Rico and aids in precisely matching an address.

For foreign addresses the UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007 found at <http://www.unece.org/cefact/locode>

For foreign addresses the UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007 found at <http://www.unece.org/cefact/locode>

State Province Code VARCHAR(3) Entity: Public Body Address

DEFINITION: The Common Address State or Province Code is the code that represents the first level of political subdivision within a country. Commonly named State, Province, etc.

For US Addresses it is a 2-character abbreviation for the name of a state, U.S. territory, or armed forces ZIP Code designation. If APO/FPO/DPO, then the state abbreviation will be AA,AE, or AP.

Valid values may be found UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007

Valid values may be found UN/LOCODE (CODE FOR TRADE AND TRANSPORT LOCATIONS) Issue 2007

NOTES:

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007 <http://www.unece.org/cefact/locode>

FIPS Locality Code VARCHAR(5) Entity: Public Body Address

DEFINITION: The FIPS Locality Code is the Federal Identification Program code (FIPS) that identifies a geographic location within a state. It is a two part code the first two digits indicate the state, the last three digits indicate the locality within the state.

The Federal Information Processing Standard (FIPS) code assigned to a given county or parish within a state. In Alaska, it identifies a region within the state. If APO/FPO/DPO, and the record type is S,H, or F, the county number will be blank.

NOTES: This code must be combined with the State FIPS code if a unique value is required

REFERENCE VALUES: Locality FIPS

Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)

Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

FIPS Locality Name VARCHAR(40) Entity: Public Body Address

DEFINITION: The FIPS Locality Name is the description of the Federal Identification Program (FIPS) locality code

If assigned by a ZIP+4 product the name of the county or parish in which the 5-digit ZIP Code resides. If APO/FPO/DPO, then the county name will be blank. It is important to remember that many ZIP Codes serve more than one county.

REFERENCE VALUES: Locality FIPS

Locality FIPS = Codes for the Identification of Counties and Equivalent Entities of the United States, its Possessions, and Insular Areas (Formerly FIPS 6-4)

Formerly FIPS 6-4 = <http://www.census.gov/geo/www/ansi/download.html>

Address Country Name VARCHAR(35) Entity: Public Body Address

DEFINITION: The Address Country Name is the full name of the country related to the street address without dialectics.

NOTES:

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007 <http://www.unece.org/cefact/locode>

Postal Code VARCHAR(25) Entity: Public Body Address

DEFINITION: The Common Address Postal Code is sorting or routing code used by the destination country.

For the United States this is the 5 digit US zip code. 99999.

For foreign addresses, the postal code should include all spaces and hyphens expected by the addressed country.

Canada example: B3A 9C1

Great Britan example: SO32 4NG

Japan example: 346-8764

International Address Line 1 Text VARCHAR(25) Entity: Public Body Address

DEFINITION: International Address Line 1 Text (and Line 2) are used to capture the correct format for unsupported international addresses. Typically, Line 2 would be used for city, province, and postal code and Line 1 would be unused. However, in some situations, the international address requires more lines.

NOTES: Open for discussion - if we end up mandating USPS validation - really will need to deal with an international indicator AND how to correctly format International City lines - which vary by country.

This attribute is not available for eVA purchasing location addresses - use Delivery Line Text and Street Line 2 for international purchasing locations.

Street Line 2 VARCHAR(66) Entity: Public Body Address

DEFINITION: The full address line which includes:

Street Pre-Directional Text, Street Number, Street Suffix Text, Street Post-Directional Text from the Common Address Entity

Delivery Line Text VARCHAR(66) Entity: Public Body Address

DEFINITION: The Delivery Line Text contains additional internal mail routing information that is used by organizations.

For example, mail stop, floor or department.

Congressional District Code VARCHAR(3) Entity: Public Body Address

DEFINITION: The Congressional District Code the congressional district that is assigned to the address. The congressional district must be combined with the state for a unique value.

International Address Line 2 Text VARCHAR(25) Entity: Public Body Address

DEFINITION: International Address Line 1 Text (and Line 2) are used to capture the correct format for unsupported international addresses. Typically, Line 2 would be used for city, province, and postal code and Line 1 would be unused. However, in some situations, the international address requires more lines and both would be used.

NOTES:

This attribute is not available for eVA purchasing location addresses - use City Name and State Province Code for international purchasing locations.

Address Country Code CHAR(2) Entity: Public Body Address

DEFINITION: The two digit United Nations abbreviations for the County.

REFERENCE VALUES: UN/LOCODE Issue 2007

UN/LOCODE = CODE FOR TRADE AND TRANSPORT LOCATIONS Issue 2007 <http://www.unece.org/cefact/locode>